REPORTING INSTRUCTIONS

1. Company or Group Number (Field: Positions 1-4)
   Option 1: For data reported for Texas, report only the Company Number assigned by ISO. All others, report the Company or Group Number assigned by ISO.
   Option 3: Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code.

3. Accounting Date (Field: Positions 6-7)
   Report the accounting month and year the transactions were entered on the Company books except for transactions reported under the quarterly reporting option where accounting month shall be the last month of the quarter being reported.
   Month requires a one-digit code and year a one-digit code. See Rule 9, of the Common General Rules for Instructions on the reporting of month.

4. Inception Date (Field: Positions 8-10)
   Refer to the Inception Date Rule in Part I Section B.
   Month requires a one-digit code and year a two-digit code. See Rule 9, of the Common General Rules for Instructions on the reporting of month.

5. Transaction Effective Date (Field: Positions 11-13)
   Report the effective date of the transaction.
   Month requires a one-digit code and year a two-digit code. See Rule 9, of the Common General Rules for Instructions on the reporting of month.

6. Transaction Expiration Date (Field: Positions 14-16)
   Report the expiration date of the transaction.
   Month requires a one-digit code and year a two-digit code. See Rule 9, of the Common General Rules for Instructions on the reporting of month.

7. State Code (Field: Positions 17-18)
   Report the State Code to which the premium was assigned in the Company's Annual Statement.

8. Territory Code (Field: Positions 19-21)
   Not required, report blank.

9. Type of Policy Code (Field: Positions 22-23)
   Report the appropriate Type of Policy Code.

10. Annual Statement Line of Business Code (Field: Positions 24-26)
    Report the Code of the Annual Statement Line of Business to which the transaction was assigned.

11. Commercial Statistical Plan (CSP) Subline Code (Field: Positions 27-29)
    Option 1: Not required, report blank.
    Option 3: Report the appropriate unique Non-Bureau subline.

12. Classification Code (Field: Positions 30-34)
    Option 1: Not required, report blank.
    Option 3: Report the appropriate Non-Bureau classification code or an otherwise appropriate 5-digit CSP classification code.

13. Entry into the Claims-Made Program (Field: Positions 35-37)
    Option 1: For liability data reported for Texas, report the month and year of the Entry into the Claims-Made Program as used in the applicable Claims-Made rate. Otherwise, report blank.
    Option 3: Report the month and year of the Entry into the Claims-Made Program as used in determining the applicable Claims-Made rate. For Claims-Made Supplemental Extended Reporting Period records, the initial date of Entry into the Claims-Made Program shall be reported and not the effective date of the Supplemental Extended Reporting Period.
    Month requires a one-digit code and year a two-digit code. See Rule 9, of the Common General Rules for Instructions on the reporting month.
    For Occurrence Coverage report blank.
REPORTING INSTRUCTIONS

13.1. Reserved For Future Use (Field: Positions 38-44)
Report blank.

13.2. Coverage Code (Field: Position 45)
Option 1: For data reported for Texas, report the appropriate coverage code listed in the Non-Bureau module. Otherwise, not required, report blank.

Option 3: Report the appropriate coverage code listed in the Non-Bureau module.

14. Reserved For Future Use (Field: Positions 46-55)
Report blank.

14.1. Terrorism Coverage Code (Field Position 56)
If applicable, report the appropriate Terrorism Coverage Code.

14.2. Transaction Identification (Field: Positions 57-58)
For data reported for Texas, report the appropriate Transaction ID code. Otherwise, report blank.

14.3. Reserved For Future Use (Field: Positions 59-60)
Report blank.

14.4. Zip Code (Field: Positions 61-65)
The five digit zip code of the insured location may be reported, otherwise report blank or zero.

Reserved For Future Use (Field: Positions 66-71)
Report blank.

14.5. Transaction Effective Day (Field: Positions 72-73)
For data reported for Texas, report the Day of the month the transaction became effective. Otherwise, report blank.

14.6. Transaction Expiration Day (Field: Positions 74-75)
For data reported for Texas, report the Day of the month of the transaction expiration date. Otherwise, report blank.

14.7. MGA Indicator (Field: Position 76)
For data reported for Texas, report the MGA Indicator code assigned by ISO, if applicable. Otherwise, report blank.

14.8. Reserved For Future Use (Field: Positions 77-80)
Report blank.

15. Exposure (Field: Positions 81-87)
Not required, report blank.

16. Rating Modification Factor (Field: Positions 88-90)
Not required, report blank.

17. Rate Departure Factor (Field: Positions 91-93)
Not required, report blank.

18. Reserved For Future Use (Field: Positions 94-95)
Report blank.

19. Premium Amount (Field: Positions 96-103)
Report the appropriate whole dollar amount.

Any signed or unsigned numeric value from 00000000 to 99999999 is valid. Amounts should be reported right justified with leading zeroes. See Rule 8. of the Common General Rules for instructions on the reporting of negative amounts and signed and unsigned positive amounts.

Rounding, when required, is to be accomplished by dropping 1 through 49 cents and by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or negative) for 50 through 99 cents.

20. Reserved For Future Use (Field: Positions 104-111)
Report blank.

21. Reserved For Future Use (Field: Positions 112-113)
Report blank.

Report the appropriate 4-digit Standard Industrial Classification Code. Otherwise, report blank.
REPORTING INSTRUCTIONS

22. Premium Record Identification (Field: Positions 118-130)
   For data reported under ISO's data processing service for Texas, reporting of this field is mandatory. Report the policy identifier. Valid codes are any alphanumeric string that uniquely identifies the policy.

   For data not reported under ISO's data processing service for Texas, report the policy number or any other alphanumeric identification as significant digits which will make it possible to locate the policy records in the companies. The policy number must consist only of significant alpha or numeric digits.

23. Positions For Company Use (Field: Positions 131-150)
   This field is for company use only, and may be reported blank, or may contain any alphanumeric combination that suits the individual carrier's purposes.
REPORTING INSTRUCTIONS

NON-BUREAU PROGRAMS PREMIUMS

RESERVED FOR FUTURE USE
REPORTING INSTRUCTIONS

1. Company or Group Number (Field: Positions 1-4)
   - Option 1: For data reported for Texas, report only the Company Number assigned by ISO. All others, report the
     Company or Group Number assigned by ISO.
   - Option 3: Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code.

3. Accounting Date (Field: Positions 6-7)
   Report the accounting month and year the transactions were entered on the Company books except for transactions
   reported under the quarterly reporting option where accounting month shall be the last month of the quarter being
   reported.
   - Month requires a one-digit code and year a one-digit code. See Rule 9. of the Common General Rules for instructions
     on the reporting of month.

4. Inception Date (Field: Positions 8-10)
   - Refer to the Inception Date Rule in Part I Section C.
   - Month requires a one-digit code, and year a two-digit code. See Rule 9. of the Common General Rules for instructions
     on the reporting of month.

5. Loss Date (Field: Positions 11-15)*
   - Report the month, year and day in which the loss occurred.
   - Month requires a one-digit code, year and day require two-digit codes. See Rule 9. of the Common General Rules for
     instructions on the reporting of month, day.
   - For data reported for Texas, Loss Day is effective 1-1-95.

6. MGA Indicator (Field: Position 16)
   - For data reported for Texas, report the MGA Indicator code assigned by ISO, if applicable. Otherwise, report blank.

7. State Code (Field: Positions 17-18)
   - Report the State Code to which the loss was assigned in the Company's Annual Statement.

8. Territory Code (Field: Positions 19-21)
   - Not required, report blank.

9. Type of Policy Code (Field: Positions 22-23)
   - Report the appropriate Type of Policy Code.

10. Annual Statement Line of Business Code (Field: Positions 24-28)
    - Report the Code of the Annual Statement Line of Business to which the transaction was assigned.

11. Commercial Statistical Plan (CSP) Subline Code (Field: Positions 27-29)
    - Option 1: Report the CSP Subline Code under which the loss occurred.
    - Option 3: Report the CSP Subline Code under which the loss occurred, as reported on the corresponding premium
      record.

12. Classification Code (Field: Positions 30-34)
    - Option 1: Not required, report blank.
    - Option 3: Report the appropriate Non-Bureau classification code listed or an otherwise appropriate 5-digit CSP
      classification code as reported on the corresponding premium record.

13. Entry Into the Claims-Made Program (Field: Positions 35-37)
    - Option 1: For liability data reported for Texas, report the month and year of the Entry Into the Claims-Made Program
      as used in determining the applicable Claims-Made rate Otherwise, report blank.
    - Option 3: Report the month and year of the Entry Into the Claims-Made Program as used in determining the applicable
      Claims-Made rate. For Claims-Made Supplemental Extended Reporting Period records, the initial date of Entry into the
      Claims-Made Program shall be reported and not the effective date of the Supplemental Extended Reporting Period.
    - Month requires a one-digit code and year a two-digit code. See Rule 9. of the Common General Rules for instructions
      on the reporting month.
    - For Occurrence Coverage report blank.
REPORTING INSTRUCTIONS

13.1. Reserved For Future Use (Field: Positions 38-39)
Report blank.

13.2. Receipt of Claims Notice Date (Field: Positions 40-44)
For data reported for Texas, report the day, month and year in which the loss occurred. Day and year requires a two-digit code. Month requires a one-digit code. See Rule 9. of the Common General Rules for instructions on the reporting of month.

13.3. Coverage Code (Field: Position 45)
Option 1: For data reported for Texas, report the coverage code listed on coverage code page. Otherwise, report blank.
Option 3: Report the appropriate coverage code.

14. Reserved For Future Use (Field: Positions 46-55)
Report blank.

14.1. Terrorism Coverage Code (Field Position 56)
If applicable, report the appropriate Terrorism Coverage Code.

14.2. Transaction Identification (Field: Positions 57-58)
For data reported for Texas, report the appropriate Transaction ID code. Otherwise, report blank.

14.3. Reserved For Future Use (Field: Positions 59-68)
Report blank.

14.4. Zip Code (Field: Positions 61-65)
The five digit zip code of the insured location may be reported, otherwise report blank or zero.

14.5. Reserved For Future Use (Field: Positions 66-69)
Report blank.

15. Type of Loss Code (Field: Positions 70-71)
For Commercial Property, Inland Marine and Liability data reported under ISO’s data processing service for Texas, report the applicable two digit Type of Loss code. Otherwise, report blank.

16. ISO Use (Field: Positions 72-74)
Report blank.

17. Claim Count (Field: Positions 75-77)
Option 1: For data reported for Texas, report claim count, signed or unsigned, right justified with leading zeros.
Report the appropriate claim count value 0, 1, -1.
Otherwise, report blank.
Option 3: Report claim count, signed or unsigned, right justified with leading zeros.
Claim count may be summarized.
Report the appropriate claim count value 0, 1, -1.
The following rules are specific to the Non-Bureau module:

a. Cases to be counted as claims must only be those in connection with which a loss payment has been made or a loss reserve established. A case must not be counted as a claim if it involves only loss adjustment expense.
b. A claim closed without a loss payment must not be counted as a claim.
c. A claim partly paid and partly outstanding can carry the claim count either in a paid or outstanding loss record.
d. A case involving a loss payment or the establishment of a loss reserve under two or more coverages or types of loss must be counted as a claim for each such loss under each coverage or type of loss.
e. Salvage and subrogation (not reinsurance) must be reported as a credit to the claim count only if the recovery is the total cost of the claim reported under that statistical record.
f. A claim on which more than one payment is made must only be counted once.
g. In the case of a loss involving two or more claims, each claim must be counted and reported separately.
h. A claim for Bodily Injury loss and claims for care and loss of services arising out of the same injury must be counted as one claim.
i. A claim for Property Damage loss and claims for loss of use arising out of the same loss must be counted as one claim.

18. Reserved For Expansion of Exposure Field (Field: Positions 78-80)
Report blank.
REPORTING INSTRUCTIONS

19. Exposure (Field: 81-87)
   Not required. Report blank.

20. Reserved For Future Use (Field: Positions 88-91)
   Report blank.

20.1 Standard Industrial Classification Code (Field: Positions 92-95)
   Report the appropriate 4-digit Standard Industrial Classification Code.
   Otherwise, report blank.

21. Loss Amount (Field: Positions 96-103)
   Report the amount of the loss rounded to the nearest dollar.
   \[ ± \]\[ ± \] 
   Any signed or unsigned numeric value from 00000000 to 99999999 is valid. Amounts should be reported right justified with leading zeros. See Rule 8, of the Common General Rules for instructions on the reporting of negative amounts and signed and unsigned positive amounts.

Rounding, when required, is to be accomplished by dropping 1 through 49 cents and by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or negative) for 50 through 99 cents.

22. Loss Record Identification (Field: Positions 104-117)
   A. Occurrence Identifier
      This field shall be reported using any combination of alphabetic and numeric characters, blanks or zeros.
      All blanks and/or zeros are not valid.
      Insert in positions 104-115 the occurrence identifier. It is imperative that the occurrence identifier be the same for all claims that arise from a single occurrence regardless of the type of loss. Claims arising out of different occurrences must have different occurrence identifiers.

   B. Claim Identifier
      This field may be reported using one of the following two methods:
      1) Insert in positions 116-117 the claim identifier. The claim identifier is used to distinguish claims that arise from a single occurrence.
         You may use any combination of alphabetic and numeric characters in the 2 digit claim identifier field. The use of a combination of alphabetic and numeric characters will allow for reporting of multiple claims in a single occurrence up to a limit of 1,295.
         You may report a blank in the left position of this two digit field.
         You may report a blank in the right position of this two digit field if the occurrence involves less than ten (10) claims.
      2) Report blank in positions 116 and 117.

23. Premium Record Identification (Field: Positions 118-130)
   For data reported for Texas, reporting of this field is mandatory. Report the policy identifier. Valid codes are any alphanumeric string that uniquely identifies the policy.
   For data not applicable in Texas, reporting of this field is optional. If reported, use the policy number or any other alphanumeric identification as significant digits which will make it possible to locate the policy records in the company.
   The policy number must consist only of significant alpha or numeric digits.

24. Positions For Company Use (Field: Positions 131-150)
   This field is for company use only, and may be reported blank, or may contain any alphanumeric combination that suits the individual carrier's purposes.
### COMMERCIAL STATISTICAL PLAN

#### PREMIUM RECORD LAYOUT

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#### LOSS RECORD LAYOUT

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### Notes:
- **X** - See Rule 9 of the Common General Rules for Instructions on the Reporting of Credit Amounts.
- **B** - Report Blank.
- + Company Number must be reported for data under Option 3 and Option 1 data reported for Texas.
- * Applicable to Option 3, and may be applicable for Option 1 data reported for Texas.