REPORTING INSTRUCTIONS

1. Company Number (Field: Positions 1-4)
   Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code. (Transaction Type Code 1).

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 must be the last month of the quarter being reported.

   Month requires a one-digit code and year a one-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

4. Inception Date (Field: Positions 8-10)
   Report the inception month and year as defined in Part I, Section B, Rule 4.—General Rules—Premiums of this plan.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

5. Transaction Effective Date (Field: Positions 11-13)
   Report the effective month and year of the transaction.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

6. Transaction Expiration Date (Field: Positions 14-16)
   Report the expiration month and year of the transaction.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

7. State Code (Field: Positions 17-18)
   Report the State Code of the location of property.

8. Reserved For Future Use (Field: Positions 19-23)
   Report blank.

9. 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.

10. Personal Lines Statistical Plan (Other Than Automobile) (PLSP-OTA)
    Subline Code (Field: Positions 27-29)
    Report the appropriate PLSP (OTA) Subline Code.

11. Reserved For Future Use (Field: Position 30)
    Report blank.

12. Type of Earthquake Coverage (Field: Position 31)
    Report the one-digit code corresponding to the type of earthquake coverage being reported.

13. Reserved For Future Use (Field: Position 32)
    Report blank.

14. Number of Families (Field: Position 33)
    Report the appropriate Number of Families code.

15. Reserved For Future Use (Field: Positions 34-37)
    Report Blank.

16. Construction Code (Field: Position 38)
    Report the appropriate Construction Code.

17. Reserved For Future Use (Field: Positions 39-44)
    Report blank.

18. Deductible (Field: Positions 45-46)
    Report the appropriate Earthquake Deductible Code.
REPORTING INSTRUCTIONS

19. Year Of Construction (Field: Positions 47–50)
Report the appropriate Year of Construction.

20. Building Or Contents (Field: Position 51)
Report the appropriate one-digit Building or Contents Code.

21. Earthquake Attachment Indicator Code (Field: Position 52)
Report the appropriate one-digit Earthquake Attachment Indicator Code.

22. Additional Earthquake Exposures (Field: Position 53)
For Earthquake Attachment Indicator Codes 1 and 4 only (HO Forms 2, 3, 5 and 8):
Report the appropriate one-digit Coverage C (Personal Property) Limit of Liability Code as a percentage of Coverage A.
For Earthquake Attachment Indicator Code 3:
Report the appropriate Additions & Alterations Limit of Liability Code.
For all other Earthquake Attachment Indicators, report blank.

23. Reserved For Future Use (Field: Positions 54–56)
Report blank.

24. Exposure (Field: Positions 57–60)
Report the Earthquake Amount of Insurance (Limit of Liability) to the nearest thousand dollars of coverage. Policies for amounts under $1,500 must be reported as 0001. Policies for amounts $9,999,500 and over must be reported as 9999.
For specific details concerning proper exposure reporting, refer to Rule 2. on Page EQ-4.

Report the appropriate BCEG Classification Code.

26. Reserved For Future Use (Field: Positions 63–69)
Report blank.

26.1 Reserved For ISO Use (Field: Position 70)
Report blank.

27. State Exception Indicator Code (Field: Position 71)
Report the appropriate State Exception Indicator Code.

28. Reserved For Future Use (Field: Position 72)

29. ZIP Code (Field: Positions 73–77)
Report the five digit ZIP Code for the insured location.

30. Reserved For Future Use (Field: Positions 78–91)
Report blank.

31. Company Program Exception Indicator (Field: Positions 92–93)
Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For Company Program Exceptions, report code as assigned by ISO on a program by program basis.

32. Statistical Plan Indicator Code (Field: Position 94)
Report Code B.

33. Reserved For Future Use (Field: Position 95)
Report blank.

34. Premium Amount (Field: Positions 96–103)
Report the appropriate whole dollar amount. 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.
Amounts must be reported right justified with leading zeroes. Negative amounts must be signed in position 103. Positive amounts may be reported signed or unsigned in position 103. For detailed specifications, see Page GR-7.

35. Reserved For Future Use (Field: Positions 104–117)
Report blank.

36. Premium Record Identification (Field: Positions 118–130)
Report the policy number or any other alphanumeric identification which will make it possible to locate the policy records in the company.

37. 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

1. Company Number (Field: Positions 1–4)
   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 must be the last month of the quarter being reported.

   Month requires a one-digit code and year a one-digit code. Use the values 1–9 to represent the months January – September, respectively. The value 0 (Zero) will represent the month of October, the "x" will represent the month of November and the "#" will represent the month of December.

4. Inception Date (Field: Positions 8–10)
   Report the inception month and year as defined in Part I, Section B, Rule 4. — General Rules — Premiums of this plan.

   Month requires a one-digit code and year a two-digit code. Use the values 1–9 to represent the months January – September, respectively. The value 0 (Zero) will represent the month of October, the "x" will represent the month of November and the "#" will represent the month of December.

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. Use the values 1–9 to represent the months January – September, respectively. The value 0 (Zero) will represent the month of October, the "x" will represent the month of November and the "#" will represent the month of December.

6. Reserved For Future Use (Field: Position 16)
   Report blank.

7. State Code (Field: Positions 17–18)
   Report the State Code of the location of property.

8. Reserved For Future Use (Field: Positions 19–23)
   Report blank.

   Report the code of the Annual Statement Line of Business to which the transaction was assigned.

10. Personal lines Statistical Plan (Other Than Automobile) (PLSP-OTA)
    Subline Code (Field: Positions 27–29)
    Report the appropriate PLSP (OTA) Subline Code.

11. Reserved For Future Use (Field: Position 30)
    Report blank.

12. Type of Earthquake Coverage (Field: Position 31)
    Report the one-digit code corresponding to the type of earthquake coverage being reported.

13. Reserved For Future Use (Field: Position 32)
    Report blank.

14. Number of Families (Field: Position 33)
    Report the appropriate Number of Families code.

15. Reserved For Future Use (Field: Positions 34–37)
    Report blank.

16. Construction Code (Field: Position 38)
    Report the appropriate Construction Code.

17. Reserved For Future Use (Field: Positions 39–44)
    Report blank.

18. Deductible (Field: Positions 45–46)
    Report the appropriate Earthquake Deductible Code.

19. Year of Construction (Field: Positions 47–50)
    Report the appropriate Year of Construction.

20. Building or Contents (Field: Position 51)
    Report the appropriate one-digit Building or Contents Code.
21. Earthquake Attachment Indicator Code (Field: Position 52)
   Report the appropriate one-digit Earthquake Attachment Indicator Code.

22. Additional Earthquake Exposures (Field: Position 53)
   For Earthquake Attachment Indicator Codes 1 and 4 only (HO Forms 2, 3 and 8):
   Report the appropriate one-digit Coverage Code as a percentage of Coverage
   Limit of Liability Code.
   For Earthquake Attachment Indicator Code 3:
   Report the appropriate Additional & Alterations Limit of Liability Code.
   For all other Earthquake Attachment Indicators, report blank.

23. Reserved For Future Use (Field: Positions 64–66)
    Report blank.

24. Exposure (Field: Positions 57–60)
    Report the Earthquake Amount of Insurance (Limit of Liability) to the nearest thousand dollars of coverage. Policies for
    amounts under $1,500 must be reported as 000. Policies for amounts $9,998,500 and over must be reported as 9999.
    For specific details concerning proper exposure reporting, refer to Rule 2 on Page EQ-1.

    Report the appropriate BCEG Classification Code.

26. Reserved For Future Use (Field: Positions 63–65)
    Report blank.

27. Component Of Loss (Field: Position 66)
    Report the appropriate Component of Loss.

28. Reserved For Future Use (Field: Positions 67–68)
    Report blank.

28.1 Reserved For ISO Use (Field: Position 70)
    Report blank.

29. State Exception Indicator Code (Field: Position 71)
    Report the appropriate State Exception Indicator Code.

30. Claim Count (Field: Position 72)
    Negative counts must be signed. Positive counts may be reported signed or unsigned. For detailed specifications, see
    page GR-7.

31. ZIP Code (Field: Positions 73–77)
    Report the five digit ZIP Code for the insured location.

32. Reserved For Future Use (Field: Positions 78–81)
    Report blank.

33. Company Program Exception Indicator (Field: Position 82–83)
    Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For
    Company Program Exceptions, report code as assigned by ISO on a program by program basis.

34. Statistical Plan Indicator Code (Field: Position 94)

35. Reserved For Future Use (Field: Position 95)
    Report blank.

36. Loss Amount (Field: Positions 96–103)
    Report the amount of the loss rounded to the nearest dollar. 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.
    Amounts must be reported right justified with leading zeros. Negative amounts must be signed in position 103. Positive
    amounts may be reported signed or unsigned in position 103. For detailed specifications, see page GR-7.

37. Loss Record Identification (Field: Positions 104–117)
    Report the claim number or any other alphanumeric identification which will make it possible to locate the loss records
    in the company.

38. Reserved For Future Use (Field: Positions 118–120)
    Report blank. Premium Record Identification may optionally be reported.

39. 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.
### Module: Earthquake

#### Premium Record Layout

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#### Loss Record Layout

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### General Rules

150 Character Record Layout

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TO IDENTIFY THE REPORTING OF NEGATIVE AMOUNTS, REFER TO THE REPORTING INSTRUCTIONS IN EACH MODULE.

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PLSP (OTA) - PART I - SECTION D
