



WHOLESALE CLEARANCE PROCEDURE

AmRisc (wholesale) and CHRONOS Underwriters (retail) DO NOT clear against each other on NEW business submitted to either organization. A wholesale broker is not blocked from submitting to AmRisc by a retailer's NEW business submission to CHRONOS Underwriters. Similarly, a retail agent is not blocked from submitting to CHRONOS by a wholesaler's NEW business submission to AmRisc.

1) **NEW BUSINESS:**

AmRisc will clear the first complete submission received. First-in clears NEW business for ALL *AmRisc, LLC* Carriers' capacity for one wholesaler.

If a submission is incomplete, AmRisc will advise the wholesaler that the account is not yet reserved and advise what information is missing. The wholesaler must resubmit entire package including the previously-missing information in order to receive account clearance.

- a) Clearance is reserved for a maximum allowable number of days ("Clearance window") prior to the account's natural effective date, subject to the Elite Producer Program guidelines. The recognized earliest time on the submission date is 12:00:01 AM.
 - i) "TBA", "ASAP", unknown or mid-term effective dates are not cleared.
 - ii) Inaccurate inception dates may disqualify a submission at any time. The next received complete submission will then be reserved.
- b) Carrier capacity and account clearance can not be split between individual producers and BOR's will not be accepted for individual *AmRisc, LLC* Carriers' capacity.
- c) *AmRisc, LLC* Carriers' capacity shown on quotes/binders does not duplicate the same carrier's capacity offered under separate cover or from a different producer. All NEW business quotes/binders warrant no expiring markets that are quoted herein.

2) **RENEWAL BUSINESS:**

- a) Renewals for AmRisc are automatically reserved for the expiring AmRisc wholesale broker. Similarly, renewals for CHRONOS Underwriters are automatically reserved for the expiring CHRONOS retail agent.
- b) AmRisc Wholesale RENEWALS will not be moved to the retail distribution channel. Similarly, retail RENEWALS will not be moved to the wholesale distribution channel. Within each channel, Renewal account reservations can ONLY be moved via a properly-executed AOR/BOR.

Please see latest BOR Procedures for handling and communication instructions for RENEWALS.

- c) We will not split the *AmRisc, LLC* capacity to work with separate wholesalers on the same account.
- d) Binders and Policies will warrant that the incumbent lead market is not an *AmRisc, LLC* Carrier
- e) Binders and Policies will warrant no other *AmRisc, LLC* Carriers' capacity on the property program, unless an exception is made prior to binding.



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3) SUBMISSIONS – General Requirements and Definitions:

- a) **NEW BUSINESS** is defined as: New business to AmRisc requiring a newly incepted policy. Project-phase builders risk policies are considered NEW Business. Permanent property insurance incepting at the conclusion of a builders risk project is also considered NEW Business.
- b) **RENEWALS** that change producers BOR are defined as **RENEWAL BUSINESS**.
- c) New locations/risks endorsed onto an existing policy follow the commission treatment of the in-force policy to which the endorsement is attached.
- d) **Complete submission** includes the following minimum information in order to be reserved:
 - Statement of Values and in excel format for accounts with more than 5 locations
 - Loss runs
 - a recently completed Acord 135

OR an equivalent submission package containing the above information.

If a submission is incomplete, AmRisc will advise the wholesaler that the account is not reserved as submission is not sufficiently complete and advise what information is missing. Wholesaler must resubmit entire package once missing information has been provided in order to receive clearance.

- e) The “*AmRisc, LLC SOV*” (Statement of Values) format notes mandatory risk/location information needed on the submission. Other formats may be used but submissions on the *AmRisc, LLC SOV* are given priority when quoting.
- f) We require the *AmRisc, LLC SOV* or other electronic format for all accounts over 5 locations.
- g) EIFS construction may be entertained under certain circumstances in AmRisc programs.
- h) Binders and Policies will warrant no expiring *AmRisc, LLC Carriers’* capacity.
- i) Binders and Policies will warrant no other *AmRisc, LLC Carriers’* capacity on the property program, unless underwriter exception is made prior to binding.

AmRisc, LLC is the sole interpreter of the above procedure and reserves the right to revise or adapt the above procedure as circumstances dictate. Any exception will require approval of Division President, Division CEO or Chief Marketing Officer.

This procedure and other guidelines can be found at www.amrisc.com

The most current update (even if not yet published) will prevail. Last Updated 1.29.2018