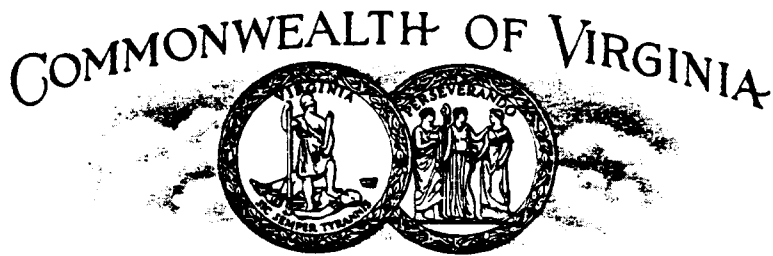


JAMES M. THOMSON
COMMISSIONER OF INSURANCE
THOMAS S. NARDO
FIRST DEPUTY COMMISSIONER



BOX 1157
RICHMOND, VA. 23209
TELEPHONE (804) 786-3741

STATE CORPORATION COMMISSION
BUREAU OF INSURANCE

October 19, 1983

ADMINISTRATIVE
LETTER 1983-7

IMMEDIATE ATTENTION REQUIRED

TO: ALL COMPANIES LICENSED TO WRITE LIFE INSURANCE, ACCIDENT AND SICKNESS INSURANCE, FRATERNAL BENEFIT INSURANCE, ANNUITIES, PREPAID SERVICE CONTRACTS, AND PROPERTY AND CASUALTY INSURANCE IN VIRGINIA

RE: Property and Casualty Rule, Rate and Form Filings

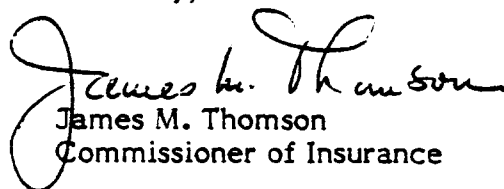
Life, Accident and Sickness, and all Other Filings
Required by Section 38.1-342.1 of the Code of Virginia

Effective October 1, 1983, the Forms and Rates Sections of the Bureau of Insurance have computerized the mail tracking function. The computer system utilizes the NAIC number for each individual company rather than the company name.

This change in procedure will require that, effective immediately, every rule, rate and/or form filing submitted to the Bureau of Insurance will have to state the individual company NAIC number for which the filing is being made in the transmittal letter. Company group NAIC numbers will not be acceptable. You will need to state each individual NAIC number and the individual company name associated with that number for each filing.

Please notify the appropriate personnel in your Company of these revised procedures.

Sincerely,


James M. Thomson
Commissioner of Insurance

JMT/ds