



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

May 2020

TO: All admitted and non-admitted property & casualty and workers' compensation insurers who operate in California.

RE: Report per California Department of Insurance Bulletin 2020-3 on Premium Refunds, Credits, and Reductions in Response to COVID-19 Pandemic

On April 13, 2020, the California Department of Insurance ("Department") issued Bulletin 2020-3 on Premium Refunds, Credits, and Reductions in Response to COVID-19 Pandemic. As part of Bulletin 2020-3 ("Bulletin"), insurers writing business in the lines of insurance identified in the Bulletin must submit a report to the Department within 60 days of the date of the Bulletin.

As stated in the Bulletin, the report must include "all actions taken and contemplated future actions to refund premium in response to or consistent with this Bulletin. The report shall include California-specific information and an explanation and justification for the amount and duration of any premium refund, and how those measures reflect the actual or expected reduction of exposure to loss." To satisfy the reporting requirement, an Excel workbook has been created.

General Instructions:

- This report is due no later than June 12, 2020.
- Report forms within the Excel workbook to be completed and returned to the Department include:
 - 1) Cover Page – To be filled out by all CA admitted and nonadmitted companies, and companies transacted through a surplus line broker.
 - 2) Questionnaire – To be filled out by all CA admitted and nonadmitted companies, and companies transacted through a surplus line broker.
 - 3) Explanatory Memorandum – To be filled out only by Companies that write in one of the six lines identified in the Bulletin and/or other line(s) impacted by the COVID-19 pandemic regardless whether a refund is involved.
 - 4) Worksheet – To be filled out only by Companies that write in one of the six lines identified in the Bulletin and/or other line(s) impacted by the COVID-19 pandemic and a refund is involved.
- Completed reports and related questions should be submitted to the Rate Specialist Bureau at email address: RSBCovid19PR@insurance.ca.gov.

Additional instructions specific to each form is included separately.