The purpose of this section is to provide you with the reporting instructions necessary for completing the EQ-EXP 2016 Data Collection Workbook. This workbook was developed using Microsoft Excel. Within the workbook, you will find two (2) worksheets:

**Company Contact Worksheet**  
Requests company contact information.

**Data Worksheet**  
Click the tab entitled Data Worksheet to complete:

**Section 1 - Total Personal Lines:**
a. The data requested is broken out in Rows “a” through “e” by Homeowners, Rental, Condo Unit Owners, Dwelling Fire* and Mobilehome business respectively.

b. Earthquake (EQ) data and non-EQ data should be reported separately. Report non-EQ data (underlying insurance excluding earthquake) in Columns 1, 2, 3 and EQ data in Columns 4, 5, 6.

c. Column 1: Total Direct Written Premiums for property coverage.


e. Column 3: Total Exposure as of 12/31/2016. It is the aggregate policy limit of coverage A for Homeowners, Dwelling Fire and Mobilehome OR coverage C for Rental and Condo Unit Owners.

f. Column 4: Total Direct Written Earthquake* (EQ) Premiums including CEA written premiums, if applicable.

g. Column 5: Total Number of EQ Policies/EQ Endorsements “in force” as of 12/31/2016 including CEA.

h. Column 6: Total EQ Exposures as of 12/31/2016 including CEA. It is the aggregate policy limit of coverage A for Homeowners, Dwelling Fire and Mobilehome OR coverage C for Rental and Condo Unit Owners.

i. Data verification: This section is provided as a check for data reasonableness.

**Section 2 - Total Commercial Lines:**
a. You should include applicable commercial property lines of business reported in the Annual Statement, Line 1 (Commercial Fire*), Line 5.1 (Commercial Multiple Peril, Non-Liability), and Line 12 (Earthquake*).

b. Columns 1 through 6 discussed in Section 1 above are also applicable to the data requested for commercial business. If earthquake is a covered peril in your commercial policies, please consult with your actuary/pricing department to breakout the EQ premium.

**Section 3 - Sub-Totals for Personal + Commercial Lines:**
a. Totals for Personal and Commercial Lines for Columns 1 through 6 will be automatically calculated.

b. This section is provided as a check for you to ensure that the initial information in Sections 1 and 2 were entered correctly.

**Sections 4 & 5 - Reconciliation of Data With Annual Statement - California State Page Exhibit:**

Provide explanation if direct written premiums data submitted does not reconcile with your company/group’s Annual Statement - California State Page Exhibit and CEA premium.

*Note: (*) Annual Statement Lines 1 (Fire) and 12 (Earthquake) include both residential and commercial business.
Your company must separate the residential and commercial data in these lines.*