



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

June 2021

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

RE: Report per California Department of Insurance Bulletins on Premium Refunds, Credits, and Reductions in Response to COVID-19 Pandemic – For Reporting Months of April, May, and June 2021

The California Department of Insurance ("Department") is extending the reporting periods in Bulletin 2020-3 to cover the months of April, May, and June 2021 with respect to Premium Refunds, Credits, and Reductions in Response to the COVID-19 Pandemic. Insurers writing business in the lines of insurance identified in Bulletin 2020-3 must submit a report to the Department no later than July 30, 2021 that covers the months of April, May, and June 2021.

As stated in Bulletin 2020-3, 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." If no premium relief is provided to policyholders in this latest reporting period, the report submitted must indicate that no premium relief was provided to policyholders with an explanation of the reason(s) why no premium relief was provided for the line of insurance written by the company. To satisfy the reporting requirement, an Excel workbook has been created.

General Instructions:

- The report is due no later than July 30, 2021.
- 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.