



**INFORMATIONAL MEMORANDUM**  
**OIR-05-005M**  
**ISSUED**  
**March 14, 2005**  
Florida Office of Insurance Regulation  
**Kevin McCarty, Commissioner**

**To All Property and Casualty Insurers in the State of Florida**

**Change in Frequency of Hurricane Reporting**

Pursuant to Informational Memoranda OIR-04-008M, OIR-04-010M, OIR-04-011M, OIR-04-012M, OIR-04-014M, and OIR-04-16M, companies are submitting certain required information to the Florida Office of Insurance Regulation ("Office") on a weekly basis due to the adverse effects of Hurricane Charley, Hurricane Frances, Hurricane Ivan, and Hurricane Jeanne.

Effective March 17, 2005, the information required under the aforementioned Informational Memoranda is to be submitted on a monthly basis. The disaster reports shall be submitted no later than the fifth (5<sup>th</sup>) business day of the following month.

Pursuant to Informational Memorandum OIR-04-017M, the companies shall continue to submit the monthly Line of Business reports for the immediately preceding month no later than the fifth (5<sup>th</sup>) business day of each month.

Monthly disaster reports shall continue to be submitted until all reported claims for each storm are closed with no additional payments expected.

At such time as the respective company's reports for each storm reflect one hundred percent (100%) of reported claims as closed, the company shall file a notarized affidavit, stating that all reported claims for the specified storm have been closed. Once the company has filed an affidavit with the Office, the company will no longer be required to submit disaster reports. The affidavit must be submitted to the Office in the same manner in which the company is reporting via the disaster reporting website (i.e., individual/group). If the company is reporting as part of a group, the entire group must close all reported claims prior to submitting an affidavit to the Office. Companies reporting on an individual basis shall submit the affidavits to the Office on an individual company basis only. Prior to filing the affidavits, the company must submit a complete disaster report and general claims report for each hurricane, indicating that all claims have been settled, paid, and closed, with no expectation to be reopened. The affidavits are to be signed by an Officer of the company, indicating the hurricane for which the affidavits are being submitted, and affirming all claims are closed with no additional payments to be made by the company. **A separate notarized affidavit must be filed for each hurricane.** Companies are to send the affidavits to the following address: Belynda Shadoan, Florida Office of Insurance Regulation, Business Development and Market Research Program, 200 East Gaines Street, Larson Building, Tallahassee, FL 32399.

With the exception of the affidavits referenced in the above paragraph, all required information shall be submitted via the Office website at <https://apps.fldfs.com/disasterreporting/home.aspx>. Each submission shall contain the cumulative results experienced by the insurer, not information for only the previous week. **Information for Hurricane Charley, Hurricane Frances, Hurricane Ivan, and Hurricane Jeanne should not be combined and must be reported separately.** Please have the Florida Company Code for your company/companies available when accessing the website.

For further information, contact Belynda Shadoan at (850) 413-5160 or [belynda.shadoan@fldfs.com](mailto:belynda.shadoan@fldfs.com).