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**Updates to the Manual of Administrative Procedures**

**Chapter VII – Participation**

**Chapter VIII – Data Reporting, Accounting Edit and Correction Procedures**

At its meeting of April 13, 2022, the Governing Committee approved amendments to Chapter VII – Participation and Chapter VIII – Data Reporting, Accounting Edit and Correction Procedures of the Manual of Administrative Procedures to remove references to the run-off of the private passenger pool and to document current procedures for sharing in CAR’s administrative expenses. The Manual of Administrative Procedures has been updated accordingly and is available on the Manuals page of CAR’s website under the Administrative Procedures link. The modifications are described as follows:

**Chapter VII - Participation**

Section A – Introduction:

This section is amended to remove references to subsequent sections describing the private passenger pool run-off. Additional editorial changes are included to improve readability.

Section B – Quarterly Cash Flow:

- The description of CAR’s cash flow process is modified and references to the quarterly cash flow schedule are moved to other sections to improve readability.
- The description of data to be included in the sharing of CAR’s underwriting results is updated to reflect current procedures reflective of the Commercial Servicing Carrier Program.
- The description of sharing in CAR’s administrative expense and miscellaneous income is modified to improve readability.
- The description of CAR’s Settlement of Balances Reports is updated to remove references to the private passenger pool run-off, to remove scheduling references moved to other sections, and to remove descriptions of calculations that are included elsewhere in the chapter.
- An explanation of the calculation of CAR’s Statistical Agent Assessment, which was previously documented in CAR Bulletin 912, is added to this section.
- The loss of investment income assessment became obsolete with the implementation of CAR’s Commercial Servicing Carrier Program, and therefore has been eliminated.
- Exhibit VII-B-1 is updated to reflect the current Settlement of Balances Report with references to the private passenger pool eliminated.

Section C – Member’s Participation Reports:

- The description of the Member’s Participation Reports is updated to improve readability.

- Descriptions of the distribution schedule and close out of older policy years have been moved to Section B.

Chapter VIII - Data Reporting, Accounting Edit and Correction Procedures

Section B.1 is updated to replace references to the loss of investment income penalty with a late fee for missing data.

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