

File and Use Filing Guidelines

A. GENERAL INFORMATION

Section 602 (2.1) of the *Insurance Act* permits a rating program filed for revisions to an existing rating program with the Automobile Insurance Rate Board (AIRB) to be filed and used based on rules established by the AIRB.

The guideline refers to Private Passenger Vehicles (PPV), motorcycles, commercial or interurban vehicles.

Filing Requirements

The purpose of these guidelines is to communicate to insurers when a file and use filing may be used instead of a full or simplified filing. The AIRB permits insurers to use the File and Use Filing Guidelines for any class of vehicle if the filing is to update rate group tables, such as an AIRB approved version of the Canadian Loss Experience Automobile Rating Tables (CLEAR) or IAO Rate Groups, where the overall rate level change is negative or has been off-balanced to revenue neutral.

The insurer will submit a simplified filing, and will not be eligible for this file and use filing if:

- the update of rate group tables result in an overall rate *increase* and the insurer does not off-balance to revenue neutral; or
- the insurer uses alternate methods other than CLEAR/IAO or to supplement CLEAR/IAO to establish rate groups or rate differentials.

Implementation of CLEAR/IAO Rate Group Tables

Insurers may submit a filing to adopt the most recent version of the rate group tables for PPV once the AIRB posts the approval of the current year of CLEAR Rate Group Tables on its website. CLEAR for motorcycles and IAO Rate Groups for commercial and interurban vehicles may also be updated using these guidelines.

Insurers will:

- not off-balance premium impact due to rate group updates to coverages where the rate group is not used as a rating variable;
- indicate the version of rate group table being used; and
- indicate any applicable capping procedures.

Filing Format

Subject to the guidelines set forth in Section C, the filing will contain the informational sections, as outlined below, and in the order outlined below:

Section	Contents
1.	Cover Letter
2.	Summary of Information (Appendix A)
3.	Certifications of the Officer (Appendix B)
4.	Base Rates

Approval Process

Filings, (**without password protection**), will be submitted by email to airb@gov.ab.ca. The entire filing will be compiled into a PDF document **except where noted to be in Excel**.

The AIRB will send an email to the insurer within two (2) business days to acknowledge receipt of a filing. The insurer may implement the changes in the filing immediately.

B. DEFINITIONS

Refer to the [Technical Guidance - Changes in Rates and Rating Programs](#) document for definitions related to all filing guidelines.

C. GUIDELINES FOR FILE AND USE FILING GUIDANCE

The format of the filing is as follows:

SECTION 1: COVER LETTER

A cover letter requesting a file and use filing to update rate group tables and providing the full contact details of the individual authorized to act as contact on behalf of the insurer will accompany each filing.

SECTION 2: SUMMARY OF INFORMATION (APPENDIX A)

The summary of information section contains key information on the nature of the proposed rate level or rating program changes. Refer to Appendix A for the form to be used and **submit the Excel file**. Only questions **1, 2, 4a, 5ab, 6ab and 9** in Appendix A need to be completed.

SECTION 3: CERTIFICATE OF THE OFFICER (APPENDIX B)

A signed Certificate of the Officer form, Appendix B1, will accompany each filing.

SECTION 4: BASE RATES

Disclose current and proposed base rates, **highlighting any changes**, including any explanatory material in support of the proposed changes.