



**Office of the Lieutenant Governor  
Division of Banking, Insurance and  
Financial Regulation**

#5049 Kongens Gade, Charlotte Amalie, St. Thomas, USVI 00802-6487 ● (340) 774-7166 ● Fax (340) 774-9458  
1131 King Street, Suite 101, Christiansted, St. Croix, USVI 00820 ● (340) 773-6459 ● Fax (340) 719-3801  
[www.ltg.gov.vi](http://www.ltg.gov.vi)

**BULLETIN 2017- 09**

- TO:** All Companies Licensed or Authorized to Write Property and Casualty Insurance in the United States Virgin Islands
- RE:** Data Call Relating to Hurricane Irma and Hurricane Maria Insurance Claims

This Bulletin is being issued to all U.S. Virgin Islands licensed or authorized property and casualty insurers for the purpose of providing notification and guidance on Hurricane Irma Hurricane Maria insurance claims reporting requirements.

I, Lieutenant Governor Osbert E. Potter, in my capacity as Commissioner of Insurance, am requiring all authorized property and casualty insurance companies, including licensed insurers, eligible surplus lines insurers, and companies that write private and/or excess flood insurance coverage, to complete the attached claims reporting spreadsheet and return it to [2017hurricanedata@lgo.vi.gov](mailto:2017hurricanedata@lgo.vi.gov) . **Please do not insert or delete columns on the spreadsheet when making submissions.**

The table below outlines the schedule for data call submissions. Only U.S. Virgin Islands claims relating to Hurricane Irma and Hurricane Maria should be reported; non-catastrophe claims should be excluded. The first report is due on November 17, 2017.

<b>U. S. VIRGIN ISLANDS DATA CALL FOR HURRICANE IRMA AND HURRICANE MARIA</b>		
<b>Data Call Report Number</b>	<b>Cumulative Catastrophe Claims Data Reported "As Of"</b>	<b>Due Date</b>
1st Report	11/12/17	11/17/17
2 <sup>nd</sup> Report	11/26/17	12/01/17
3 <sup>rd</sup> Report	12/10/17	12/15/17

4 <sup>th</sup> Report	12/24/17	12/29/17
5 <sup>th</sup> Report to End	10 <sup>th</sup> of Each Month Commencing on 1/10/18	15 <sup>th</sup> of Each Month Commencing on 1/15/18

**\*\*\*All reports must be completed in Excel format and submitted via email to [2017hurricanedata@lgo.vi.gov](mailto:2017hurricanedata@lgo.vi.gov) by the due dates indicated in the above schedule.\*\*\***

When submitting a report, please indicate in the subject line of the email the actual report number (i.e., 1<sup>st</sup> report, 2<sup>nd</sup> report, etc.) in accordance with due dates specified in the schedule.

This notice does not apply to life or health insurers, monoline financial guaranty, mortgage guaranty, title, fidelity and surety, workers' compensation, medical malpractice insurance, professional liability insurers, or reinsurers.

If a company has no claims to report and does not anticipate any claims to be reported, only one report is required indicating that there are no claims.

If a company has multiple insurers within a holding company group, the holding company group should aggregate the information into one excel spreadsheet and provide a list of those insurers within the group for which the information is being aggregated. However, this does not apply to surplus line insurance companies. Each surplus line insurance company must submit information on an individual company basis. If there is a surplus line insurance company within a holding company group, the group should exclude the information on the surplus line insurance company from the aggregate report and the surplus line insurance company will report its data separately from the group.

Please contact the Division immediately if your company (or group) is unable to comply with the requirements of this data call.

**All company responses will be treated as strictly confidential.** For the purpose of public disclosure, responses will be aggregated into general reports with no company identification provided.

Please note that the Division is requesting data at the zip code level. Respondents should include a breakdown of claims data by zip code and provide the name of the corresponding city or town for each zip code provided. The instructions tab includes details on how to report claims for which the zip code and/or city/town is unavailable.

A copy of the data call spreadsheet template can be downloaded from the Division's website at [www.ltg.gov.vi](http://www.ltg.gov.vi)

The Division reserves the right to request additional information or broaden the scope of the data call in response to any developments or information received.

Your cooperation in this effort is greatly appreciated. Questions regarding this bulletin may be directed to the Division of Banking, Insurance and Financial Regulation by calling Chief Examiner Cheryl Charleswell at (340) 774-7166 on the island of St. Thomas or Director Gwendolyn Hall Brady at (340) 773-6459 on the island of St. Croix.

Dated this 9<sup>th</sup> day of November, 2017 at St. Thomas, U.S. Virgin Islands.



A handwritten signature in blue ink, appearing to read "Osbert E. Potter", is written above a horizontal line.

Osbert E. Potter  
Lieutenant Governor/Commissioner of Insurance