



To: Our Brokers

From: The Agribusiness Department

Subject: Underwriting Guidelines and Procedures

The following is a brief summary of our underwriting guidelines and procedures. We hope it will familiarize you with the types of accounts that are acceptable to Penn Millers.

New Submissions

Requirements:

- ◆ Complete ACORD Applications
- ◆ Agribusiness Supplemental Underwriting Applications – when applicable
- ◆ Statement of Property Values per location
- ◆ Current Valued Loss Runs with a minimum of 3 years (5 years preferred)
- ◆ Drivers list if auto or umbrella coverage is being quoted

If Available:

- ◆ Workers Comp Experience Mod Worksheet
- ◆ Copy of current policy or explanation of the type of coverage currently provided.
- ◆ Expiring premium or target premium
- ◆ Prior stock reports for a period of 12 months – if value reporting applies
- ◆ Copy of Auto Safety and Maintenance Program
- ◆ Photos
- ◆ Financial Statements

PROCEDURES:

We would like to receive submissions from your office at least 45-60 days prior to the expiration of the current coverage.

E-mail all submissions to our home office – Agribusiness@pennmillers.com

Our office will issue binders. Brokers do not have binding authority.

Brokers may issue certificates and evidences of insurance. Certificates and evidences on renewal business should also be issued from your office. We do not accept copies of certificates.

Should the problem arise that more than one broker submits the same account, we will honor the first one received in our office. All others will be declined.

UNDERWRITING GUIDELINES:

◆ **PROPERTY -**

We will provide coverage on Property only

We prefer risks located at least 50 miles from coastal waters for wind/hail coverage
(Review specific wind/hail guidelines for each coastal state)

Maximum of \$70,000,000 TIV per location

◆ **GENERAL LIABILITY –**

We will write casualty coverage without property coverage.

Our minimum occurrence limit is \$500,000

Our maximum occurrence limit is \$1,000,000

Our general aggregate limit is double the occurrence limit

◆ **AUTOMOBILE LIABILITY -**

Our minimum occurrence limit is \$500,000

Our maximum occurrence limit is \$1,000,000

We will quote long haul vehicles – if incidental (Refer to specific guidelines)

Prohibited vehicles - motorcycles, sports cars, buses

◆ **UMBRELLA LIABILITY -**

We must write the General Liability coverage in order to provide the Umbrella coverage

Our minimum occurrence limit is \$1,000,000. Our maximum limit available is \$10,000,000.

The minimum underlying limits are \$500,000 for General Liability and Auto and we prefer \$500,000/\$500,000/\$500,000 limits on Workers Comp

Underlying carriers must have an A. M. Best's rating of B+ or better

Minimum Premium of \$1,000/\$1,500 per million-dollar limit

◆ **GENERAL GUIDELINES (For Package Policies):**

We enforce a \$1,000 minimum premium per policy

We prefer not to quote a package policy when the current coverage is written on a BOP or a Farmowners. We do not have a Farmowners product.

We prefer not to quote a risk with excessive rental dwellings or bunkhouses.

We will not write sub-brokered business.

We prefer not to provide liability coverage for risks producing horse feed to racetracks.

We cannot provide coverage for gin stock.

We are not a market for petroleum exposures. However if the petroleum sales is 50% or less of the total sales we would consider. We would not consider a risk if it involves transport of LPG by a semi trailer over 8,000 gallons capacity.

◆ **WORKERS COMPENSATION -**

We must write the General Liability coverage in order to provide the Workers Comp coverage

We cannot provide USL & H coverage

We do not write Workers Comp on Cotton Gins, Feed Lots and Mushroom Growers

◆ **RENEWALS:**

Renewal applications are required every 3 years, but any changes to be effective on the renewal should be submitted to our office at least 60 days prior to the expiration. Otherwise, the renewal policy will be issued the same as the expiring. We will update any sales or payroll figures according to our last audit.

◆ **BILLING:**

Our Account Billing Service will bill the insured direct.

It is possible for us to designate the broker as the payer on individual policies. In this case, the broker will receive the bill, the insured will not. However, non-payment cancellation notices will be mailed directly to the insured.

For billing purposes, endorsement amounts are divided by the number of remaining installments not yet billed, and the result is added to each remaining installment.

Billing Inquiries (touch tone response)		800-888-3033
Joan Phillips, Customer Billing	JPhillips@pennmillers.com	800-233-8347 ext 1328

◆ **AGRIBUSINESS INTERFACE INQUIRY SYSTEM:**

The Agribusiness Interface allows you to:

- Report Claims
- Review Claim Status
- Print Loss Runs
- Check Billing Status
- Cancellation Status

Fist Time User To use Agribusiness Interface with no user name and password:

1. Log on to www.pennmillers.com. There are two agency / broker access buttons on our Home Page. They are Agency Interface and Agribroker Interface. Click on the Agribroker Interface button. An introductory Agribroker Access screen will appear with two options: Enter Claims / AR Inquiry (Registered Users only), and Edit Broker Users.
2. At this point you will need a Temporary User Name and Administrator Password. If you have not already received your Temporary User Name and Password please call Laura Zakrzewski at 800-233-8347 ext 1360.
3. Use your Temporary User Name and Password to enter the Agency Interface User Administration screen. This screen will allow you to control user access for your agency.
4. Click on the Edit Broker Users option on the Agribroker Access screen.
5. A box will appear prompting you for your Temporary User Name and Password. Enter this information and click ok.

PLEASE NOTE: your User Name and Password are case-sensitive; use capital letters. Also, be careful when entering the letter 'O' versus the number "0".

6. A User Administration Screen will appear. Click on the Add a User button.
7. A User Maintenance Box will appear. Please complete the questions in this box for each user you wish to add.

Partial List of Acceptable Agribusiness Operations:

Barbeque Sauce Manufacturer	Food Products
Beef Jerky Manufacturer	Fruit & Vegetable Packing, Storage or Distributors
Beverage Distributor	Grain Elevators and Grain Handling
Catfish Processors and Farms	Jelly Manufacturing
Cheese Manufacturing	Livestock Auction Barns
Citrus Caretakers	Mushroom Growing and Processing
Cold Storage- Fruit & Vegetable	Peanut Storage & Processing
Cottons Gins	Potato Chip Manufacturing
Dairy Operations	Potato & Vegetable Operations
Edible Bean Processing & Storage	Produce Packing
Farm Products	Rice Milling
Farm Supply Stores & Cooperatives	Seed Dealers
Feed Dealers or Manufacturers, except horse feed	Seed Merchants
Feed Lots	Tortilla Manufacturer
Fertilizer Dealers/Blenders	Turf Farms
Fish or Seafood Processing	Turkey Processor
Flour, Feed or Grain Milling	Wineries