
Explanatory Notes on Data Elements for the Revised Certificate of Automobile Insurance

1. Text elements describing insurance coverages

The attached text elements must be printed with every certificate. The exact words and format must be used as provided.

2. Sample certificate versus designing your own certificate

The sample certificate specifies all the data elements in a format we recommend. If you wish to use the exact sample format as your certificate, no further approval is required by the Financial Services Commission of Ontario (FSCO); however, you must file a copy of the actual form showing your company name and an example of how the form would be completed, with FSCO's Automobile Insurance Division.

Designing a company certificate. If you wish to design your own certificate based on the data elements, you must:

- a. submit one copy of your certificate to FSCO's Automobile Insurance Division;
- b. submit another copy which includes an example of how the form would be completed. The information included on the certificate should be detailed enough that insured people can determine how they've been rated and be certain they haven't been misclassified. Where descriptions are not set out on the face of the certificate, but are coded and referenced to an attached page, please provide the attachment; and
- c. submit your certificate as soon as possible. We will only approve complete certificates. Certificates are approved under section 232(5) of the *Insurance Act*.

3. Data elements

As outlined in the data elements list, all elements are data fields unless otherwise stated. Text elements must use the exact words provided. Elements do not have to be used in sequence.

Data fields may be added or omitted; however, you must provide an explanation for adding or omitting data fields when you file for approval of your certificate. Please note that FSCO wishes to ensure the highest possible degree of uniformity across the marketplace. We appreciate that some companies may have difficulty in conforming exactly to the data elements. The onus is on companies to explain a deviation.

The purpose of the certificate is to give policyholders' precise information about what coverages they have purchased, and to show them what data was used to determine the premium they paid.

If the data elements are detailed enough to allow the policyholder to verify that the rating information is correct, then the certificate will serve its purpose. Companies may organize the data elements in different ways but should keep in mind the policyholder's ability to verify the correct rating information, based on the company's rating criteria (e.g., age, accident and conviction history, and vehicle description).

Remember, if certain fields don't apply to your risk classification system, you may omit them from the certificate, but you must provide an explanation when you file for approval.

4. Changes to the data elements

The following changes have been made to the data elements:

- a. Element 2, currently reads "Insurance Company/Insurer"; will now read "Insurer".
- b. Element 64, Text wording changed to "A deductible applies for each claim except as stated in your policy."
- c. Element 125, Named Insured and Insurer is capitalized.
- d. Element 130, Warning - Offences box has been added and is part of the text element. Please note that the warning boxes are bolded.