

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

1. Text elements describing insurance coverages

The text elements, as listed in the Data Elements attachment, 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 3: Text wording inserted to inform consumers about the Certificate of Automobile Insurance and their benefits. Text is as follows:

This is your Certificate of Automobile Insurance. Contact your Broker/Agent with any questions or if you require clarification regarding your coverage choices.

- b. Element 29: Text Basic has been changed to Standard.
- c. Element 34: Text dollar amounts of Income Replacement have been added.
- d. Elements 38-53 and 58-61, accident benefits have been restructured and new and increased optional benefits have been listed.
- e. Element 62: Added wording to Indexation Benefit - "Consumer Price Index."
- f. Element 98, the heading "Occasional driver subtotals" has been added.
- g. Element 100: The wording "**Premium Subtotal + Occasional driver subtotal" was added.
- h. Element 102: The wording "Total Premium for Automobile 1 + Total Premium for Automobile 2)" was added.
- i. Element 103 and 132: The Provincial Sales Tax has been changed to Tax in consideration of the Harmonized Sales Tax (HST).

- j. Element 110: Text wording changed to “Marital Status” from “Marital or Same-Sex Partner Status.”
- k. Element 120: The word “Rating” has been added to title “Gross Vehicle Weight.”
- l. Element 145, Text wording added to reflect that the Certificate is issued in the course of the Insurer’s insurance business in Canada. Text is as follows:

For the purposes of the Insurance Companies Act (Canada), this document was issued in the course of the Insurer’s insurance business in Canada.