



Deficiency Fees Manual

March 2007

The current version of this manual is available electronically at
<http://www.gisa-asag.ca>

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Introduction

The General Insurance Statistical Agency (“GISA”) was established to carry out the activities of a statistical agent on behalf of Alberta, New Brunswick, Newfoundland & Labrador, Nova Scotia, Ontario, Prince Edward Island, Yukon, and the Northwest Territories. GISA is a federally incorporated, not-for-profit corporation governed by a Board of Directors, with representation from the eight participating insurance regulatory authorities, the property and casualty insurance industry and the public.

On April 1, 2006, GISA was appointed as a statistical agent by the participating insurance regulatory authorities to provide governance, accountability and oversight of the mandated statistical plans.

As the statistical agent, GISA:

- promotes the timeliness of statistical data collection, analysis and reporting mechanisms;
- acts on behalf of the participating insurance regulators to coordinate and harmonize the statistical data filing requirements for insurers regarding the experience of their business in such jurisdictions; and promotes the quality and value of statistical data generated by licensed insurers.

GISA has entered into a service agreement with Insurance Bureau of Canada (the “Service Provider”) that calls upon the latter to provide statistical plan services under specified terms and conditions including data collection, quality assurance, compilation and reporting services.

Further information regarding GISA is available through its website at <http://www.gisa-asa.ca>

This deficiency fee system is designed to measure various aspects of data quality and to encourage industry support in submitting high quality data.

This reference manual describes the deficiency fee charges in detail.

Understanding Deficiency Fees

Purpose

The deficiency fee structure ensures various aspects of data quality are measured and that companies are charged appropriately when quality standards are not met.

Processing delays, frequently caused by late and inaccurate submissions, can compromise the timeliness and value of statistical information. Deficiency fees are designed to act as an incentive to improve the quality of submitted data. There are four measurable components to data quality:

- ❑ Timeliness
- ❑ Completeness
- ❑ Accuracy
- ❑ Validity

Avoiding fees

If high quality data is submitted on time deficiency fees can be avoided all together. In order to avoid incurring fees, data submissions must comply with the following conditions:

- ❑ Data is accepted and confirmed before the submission due date (avoids late charges)
- ❑ The data for a reporting unit has less than 0.5% errors (avoids error correction charges)
- ❑ The errors are corrected before the correction due date (avoids outstanding error charges)

Additionally, monthly deficiency fees totaling less than \$25 are waived.

Fee types

As an incentive to improve the timeliness and quality of data, deficiency fees fall into two categories:

Late Submission Fees

- Late Submission of Statistical Data
- Late Submission of Annual Balance Reconciliation
- Inaccurate Annual Balance Reconciliation Returns

Processing Fees

- Error Processing Fees
 - Outstanding Error Fee
 - Error Correction Fee

The following section describes each fee in detail. All deficiency fees are summarized in the Appendix.

Submission assistance

To help improve the quality of the data and avoid charges under the deficiency fee system, the following tools and services are available to assist with the data submission process:

- ❑ Statistical plan manuals
- ❑ Edit rules documentation
- ❑ Various Submission Management web-based applications such as submission testing facilities
- ❑ Various data submission reports
- ❑ Training seminars and industry workshops

For more information on these tools and services please refer to the Data Quality Coordinator's Guide at:

http://www.ibr.ca/en/DQ_Management/documents/Reference_Manuals/DQ_Coordinators_Guide.pdf

The technical specifications for statistical submissions are outlined in the Data Submission Requirements Manual.

To obtain a copy of this manual, contact the Data Quality Analyst assigned to your company at IBC.

Defining Deficiency Fees

Late Submission Fees

Late submission fees are designed to encourage timely reporting of data. There are three types of late submission fees:

- ❑ Late Submission of Statistical Data
- ❑ Late Submission of Annual Balance Reconciliation
- ❑ Inaccurate Annual Balance Reconciliation Returns

These fees are applied when companies fail to submit and confirm data according to the schedule set out by each statistical plan. The General Instructions section of each statistical plan stipulates the submission frequency and the requirement to confirm balances monthly. The submission due dates for each statistical plan are summarized in the Submission Schedule section on page 6.

Late Submission of Statistical Data

A statistical data submission is considered late if it is:

- ❑ Received after the submission deadline.
- ❑ Received by the submission due date but cannot be read due to technical issues and the submission is re-sent after the submission deadline.
- ❑ Received by the submission due date but the quality of the data is unsatisfactory (contains excessive errors) resulting in the file being rejected and the re-submission occurs after the submission deadline.
- ❑ Received before the deadline but is considered out of tolerance and is not confirmed until after the deadline.

Submission schedule

The following table outlines the data submission schedule for all statistical plans.

Statistical Plan(s)	Transactions Reported	Submitted
Automobile (ASP)	Premiums (Ontario)	Daily ¹
	Premiums (other than Ontario)	Monthly ²
	Losses	
	Outstanding Reserves	Semi-annually ³
Facility – Automobile (ASP)	Premiums (Ontario)	Daily ¹
	Premiums (other than Ontario)	Monthly ²
	Losses	
	Outstanding Reserves	
Ontario Statutory Accident Benefits (OSABSP)	Losses	Monthly
	Outstanding Reserves	Quarterly ⁴
Commercial Liability Statistical Plan (CLSP)	Premiums & Losses	Monthly
	Outstanding Reserves	Yearly ⁵

Submission balances

Based on previous reporting history, a certain dollar amount of reported data is expected each month. If that dollar amount is not met, the Reporting Unit (RU) is considered out of tolerance. For each week that the RU is out of tolerance or unconfirmed, late submission fees apply.

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- 1 Transaction must be reported within two business days of the insurer processing date.
 - 2 Monthly submissions must be received by the Service Provider within 15 days after the end of that month. For example, January data is due February 15th.
 - 3 Semi-annual reporting occurs in June and December and submissions must be received by the Service Provider within 15 days after the end of June and December respectively. For example, June data is due by July 15th and December data is due by January 15th.
 - 4 Quarterly reporting occurs at the end of March, June, September and December and submissions must be received by the Service Provider by the 15th of April, July, October and January respectively.
 - 5 Yearly reporting occurs in December and submissions must be received by the Service Provider by the 15th of January.

The total reported dollar amount of submissions for the previous month of the same year and the same month of the previous year are used to estimate the expected total dollar amount for a given month. Submissions that do not meet the expected dollar amount are considered out of tolerance (a 20% tolerance is permitted) until an acceptable business reason is provided by the company to verify that the submitted balance is correct.

How the fee is applied

The following table shows the rate charged per week for late data submissions. The weekly rate increases for each month the submission remains outstanding.

Number of Months Late	Weekly Late Fee
First month late	\$10 per reporting unit
Second month late	\$20 per reporting unit
Third month late	\$50 per reporting unit
Subsequent months	\$100 per reporting unit

Calculating number of weeks late

The number of weeks late is calculated as follows:

Submissions that are...	Are assessed...
1 to 8 days late	a one week late charge
9 to 15 days late	a two week late charge
16 to 22 days late	a three week late charge
23 to 31 days late	a four week late charge

No capping

This fee is not capped. Late submission fees continue to accumulate as long as the data is outstanding.

Examples

The following four examples show different applications for the late submission fee. The scenarios are based on:

- ❑ Statistical Plan
- ❑ August entry date
- ❑ September 15th due date
- ❑ \$4,000,000 expected dollar amount based on previous submission balances.

The late submission fee is applied based on the above table regardless of the outstanding balance

Example 1 – (Submission due within 15 days after the end of that month)

In this scenario, it took three submissions to completely report the RU. For this RU the tolerance level is 10%; therefore, when the reported dollar amount is within plus/minus 10% of the expected amount, the RU is considered complete.

Submission Received On	Expected Amount	Amount Received to date	Tolerance	Tolerance Indicator*
October 3	\$ 4,000,000	\$ 1,000,000	10%	N
November 10	\$ 4,000,000	\$ 3,000,000		N
December 16	\$ 4,000,000	\$ 4,000,000		Y

*Late submission fees continue to accrue until the RU has been confirmed as being complete. Companies must use SMART (Submission Management and Reconciliation Tool), a Web-based application, to confirm and reconcile submission balances.

It took 3 months for the RU to be completely reported. The late submission fee will be applied as follows:

Invoice Period	Tolerance Indicator**	Indicator Date	Months Late	Charge Rate	Number of Weeks	Total Fee Charged
September	N	16 th of September	1	\$10	2	\$10 x 2 = \$20
October	N	End of October	2	\$20	4	\$ 20 x 4 = \$ 80
November	N	End of November	3	\$50	4	\$ 50 x 4 = \$ 200
December	Y	16 th of December	4	\$100	3	\$ 100 x 3 = \$ 300

** The Deficiency Fee System continues to apply the late submission fee until the SMART indicator reflects a “Y” status.

One submission reports the total expected dollar amount, but it is 3 months late.

The late submission fee applies to each month or partial month the submission is late.

Example 2 – (Submission due within 15 days after the end of that month)

In this scenario, the RU was reported in one submission, but it was 3 months late. For this RU the tolerance level is 10%; therefore, when the reported dollar amount is within plus/minus 10% of the expected amount, the RU is considered complete.

Submission Received On	Expected Amount	Amount Received to date	Tolerance	Tolerance Indicator
October 3	\$ 4,000,000	\$ Ø	10%	N
November 10	\$ 4,000,000	\$ Ø		N
December 16	\$ 4,000,000	\$ 4,000,000		Y

It took 3 months for the RU to be completely reported. The late submission fee will be applied as follows:

Invoice Period	Tolerance Indicator	Indicator Date	Months Late	Charge Rate	Number of Weeks	Total Fee Charged
September	N	16 th of September	1	\$10	2	\$ 10 x 2 = \$ 20
October	N	End of October	2	\$20	4	\$ 20 x 4 = \$ 80
November	N	End of November	3	\$50	4	\$ 50 x 4 = \$ 200
December	Y	16 th of December	4	\$100	3	\$100 x 3 = \$300

Where multiple submissions occur in the same month, the last submission determines the number of weeks late.

Example 3 - (Submission due within 15 days after the end of that month)

In this scenario, the RU was reported in four submissions, it was approx. 3 months late and the total RU dollar amount exceeded the expected amount. For this RU the tolerance level is 10%; therefore, when the reported dollar amount is within plus/minus 10% of the expected amount, the RU is considered complete.

Submission Received On	Expected Amount	Amount Received to Date	Tolerance	Tolerance Indicator
October 14	\$ 4,000,000	\$ 1,000,000	10%	N
November 10, 21	\$ 4,000,000	\$ 4,000,000		N
December 5	\$ 6,000,000	\$ 6,000,000		Y

Although the expected amount was received on November 21st, a subsequent submission occurred on December 5th. The late submission fee will be applied as follows:

Invoice Period	Tolerance Indicator	Indicator Date	Months Late	Charge Rate	Number of Weeks	Total Fee Charged
September	N	16 th of	1	\$10	2	\$10x2=\$20
October	N	End of October	2	\$20	4	\$20x4 = \$80
November	Y	21 st of November	3	\$50	4	\$50x4 = \$200
December	Y	5 th of December	4	\$100	1	\$100 x 1 = \$100

Although the expected amount was reached with the 2nd November submission, the subsequent submission in December constitutes an outstanding balance for an additional week.

Example 4 - (Submission due at the end of the following month)

In this scenario, the actual dollar amount ends up being less than the expected amount but the total is not confirmed for almost four months. For this RU the tolerance level is 10%; therefore, when the reported dollar amount is within plus/minus 10% of the expected amount, the RU is considered complete.

Submission Received On	Expected Amount	Amount Received to Date	Tolerance	Tolerance Indicator
October 14	\$ 4,000,000	\$ 1,000,000	10%	N
November 10	\$ 4,000,000	\$ 2,000,000		N
January 20	\$ 2,000,000	\$ 850,000		Y

Invoice Period	Tolerance Indicator	Indicator Date	Months Late	Charge Rate	Number of Weeks	Total Fee Charged
October	N	End of Month	1	\$10	4	\$ 10 x 4 = \$ 40
November	N	End of Month	2	\$20	4	\$ 20 x 4 = \$ 80
December	N	End of Month	3	\$50	4	\$ 50 x 4 = \$200
January	Y	20 th	4			\$100 x 3 = \$300

Late Submission of Annual Balance Reconciliation

The Annual Balance Reconciliation is mandated by the regulators that are members of GISA, and is an essential part of the data quality process to verify the completeness of statistical data submissions. Complete submissions are important as statistical data is the basis for the exhibits, products and services provided to the property and casualty insurance industry and insurance regulators.

Each insurance company is required to file an annual return with the Service Provider.

The reconciliation packages are distributed in mid January for the previous calendar year. A senior financial officer of each reporting company must complete the statements and return them by the stipulated deadline in early March. Failure to meet the filing deadline results in late submission fees.

How the fee is Applied

The following table shows the late reporting fee for balance reconciliation statements

Late Submission of Annual Balance Reconciliation	Weekly Late Fee
Returns received in the month of March, after the due date	\$50 per company
Returns received in April	\$75 per company
Returns received in May	\$100 per company
Late returns, each month after May	\$150 per company

No capping

This fee is not capped. Late submission fees continue to accumulate as long as the reconciliation statement is outstanding.

Inaccurate ABR Returns

Incomplete or substantially inaccurate reconciliation returns submitted after the due date will be charged a reprocessing fee.

ABR Returns	Reprocessing Fee
Incomplete or substantially inaccurate returns	\$500 per company
Revised ABR returns will incur a flat reprocessing fee per resubmission	

Processing Fees

Processing fees are charged to cover costs for processing of data corrections and to encourage companies to report accurate data using proper methods.

Error Processing Fees

Any accepted submission that contains errors is subject to error processing fees. Submission batches containing excessive errors can be rejected, necessitating a resubmission.

Outstanding Error Fee

The Outstanding Error Fee is applied as an incentive to encourage the prompt correction of errors. After the correction due date specified on the error listings/EEC, the outstanding fee is applied every month, until all errors are corrected.

How the fee is applied

For this fee, the rate is determined based on the total outstanding errors reported dollar amount, as a percentage of the reporting unit total reported dollar amount. The outstanding fee is calculated by multiplying this rate by the number of error transactions not corrected.

The following table shows the applicable outstanding error fees.

Outstanding Errors Reported \$ Amount as a Percentage of the Reporting Unit \$ Amount	Outstanding Error Rate
Less than 0.5%	\$0.06
Less than 1.5%	\$0.13
Less than 2.5%	\$0.26
Less than 3.5%	\$0.29
Greater than 3.5%	\$0.33

Example

The following example shows how the reporting unit dollar amount percentage is calculated.

Original Submission		Accepted		Rejected & Not Corrected in Time		Calculation	RU \$ %	Outstanding Error Rate
Record Count	Dollar Amount	Record Count	Dollar Amount	O/S Errors	Dollar Amount			
1,000	\$1,000,000	960	\$970,000	40	\$30,000	30,000 / 1,000,000	3%	less than 3.5% = \$0.29
								\$0.29 ~ 40 = \$11.60/month

Error Correction Fee

The Error Correction Fee, which varies by class of business, is calculated based on processing costs for each error correction multiplied by the number of error transactions processed in that month.

As a further incentive for companies to submit high quality data, submissions with less than 0.5% errors are not subject to the correction fee.

How the fee is applied

The following table shows the applicable error correction fees for each statistical plan.

Statistical Plan	Correction Fee (per transaction)
Automobile	\$0.16
Ontario Statutory Accident Benefits	\$0.18
Commercial Liability	\$0.18

Incurring Multiple Fees

Depending on the quality of a submission, multiple deficiency fees may apply as illustrated in the table below.

Submission	Late Submission Fee				Processing Fees	
	No Fee	Statistical Data	Annual Balance Reconciliation		Correction	Outstanding
			Late Fee	Inaccurate ABR Returns		
On time electronic data submission original or resubmission with no errors	√					
Late electronic data submission original or resubmission		√				
On time statistical data reversal and resubmission	√					
Error correction	if error ratio < 0.5%				if error ratio ≥ 0.5%	
Errors not corrected by the due date						√
Error correction with unresolved errors not corrected by the due date.	if error ratio < 0.5%				if error ratio ≥ 0.5%	√
Annual balance reconciliation filed on time but it was incomplete grossly inaccurate				√		
Annual balance reconciliation filed after due date			√			

Sample reports and invoice

The following graphics depict a sample monthly *Deficiency Fee System – Detail Report*, *Deficiency Fee System – Summary Report* and the associated *Fees for Deficient Reporting* invoice.

Detail Report

DEFICIENCY FEE SYSTEM –DETAIL REPORT
FOR THE INVOICE PERIOD: SEPTEMBER/2006

COMPANY: 123 – XYZ Insurance Company of Canada

	# OF ERRORS/ CORRECTIONS	# OF ERRORS REMAINING	ERROR \$AMOUNT REMAINING	ERROR % REMAINING	SUBM BATCH ID	REPORTED DETAIL \$AMOUNT	DATE RECEIVED	#OF MTHS LATE	#OF WKS LATE	RATE	CALCULATED CHARGE	WAIVE AMOUNT	CHARGES INCURRED	ACCUM CHARGES
Submission: 200408 COMMERCIAL LIABILITY PREMIUMS														
1	-OUTSTANDING FEE	24	\$1,914	1.6%		\$116,393		14		\$.26	\$6.24	\$.00	\$6.24	\$87.36
Submission: 200409 ONTARIO ACCIDENT BENEFITS PAID LOSSES														
2	-OUTSTANDING FEE	2	\$1,377	0.4%		\$3,240		13		\$.06	\$.12	\$.00	\$.12	\$1.56
Submission: 200410 ONTARIO ACCIDENT BENEFITS PAID LOSSES														
3	-OUTSTANDING FEE	48	\$1,584	7.3%		\$21,657		12		\$.33	\$15.84	\$.00	\$15.84	\$190.08
Submission: 200503 COMMERCIAL LIABILITY PREMIUMS														
4	- OUTSTANDING FEE	74	\$984	22.2%		\$4,417		7		\$.33	\$24.42	\$.00	\$24.42	\$170.94
Submission: 200509 AUTOMOBILE PAID LOSSES														
5	-LATE MONTHLY FEE				430384	\$3,446	1/11/2005	1		\$20.00	\$20.00	\$.00	\$20.00	Accumulated Charges column shows the cost of these errors to-date
Submission: 200510 AUTOMOBILE PREMIUM														
6	- CORRECTION									\$.18	\$.72	\$.00	\$.72	
TOTAL FEES FOR DEFICIENT REPORTING ON INVOICE													\$67.34	

Items 1 & 4 are combined on the invoice as Commercial Liability – Error Processing Fee.
 Items 2 & 3 are combined on the invoice as Ontario Statutory Accident Benefits – Error Processing Fee
 Items 5 & 6 are combined on the invoice as Automobile – Error Processing Fee.

Deficiency Fees Reference Manual

Summary Report

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DEFICIENCY FEE SYSTEM – SUMMARY REPORT FOR THE INVOICE PERIOD – SEPTEMBER/2006

COMPANY: 123 – XYZ Insurance Company of Canada

PLAN	CHARGE TYPE	PREMIUM	PAID LOSSES	OS LOSS	TOTALS
COMMERCIAL LIABILITY	OUTSTANDING	\$30.66	\$ 0.00	\$0.00	\$30.66
ACCIDENT BENEFITS	OUTSTANDING	\$15.84	\$ 0.12	\$0.00	\$15.96
AUTOMOBILE	CORRECTION	\$ 0.72	\$ 0.00	\$0.00	\$ 0.72
	LATE MONTHLY	\$ 0.00	\$20.00	\$0.00	\$20.00
TOTAL		\$47.22	\$20.12	\$0.00	\$67.34
TOTAL FEES FOR DEFICIENT REPORTING ON INVOICE					\$67.34

Fees for Deficient Reporting Invoice

DEFICIENCY	
Chief Information Officer XYZ Insurance Company of Canada 2006 University Avenue Toronto, ON H1H 1H1	Page 1 / 1 Client ID Invoice Number Invoice Date Terms Upon Receipt
DESCRIPTION	AMOUNT
Month, Year	
Commercial Liability – Error Fees	\$ 30.66
Ontario Statutory Accident Benefits – Error Fees	\$ 15.96
Automobile – Error Fees	\$ 20.72
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid blue; padding: 2px; font-size: small;">The sum of items 1 & 2 from the Detail Report</div> <div style="border: 1px solid blue; padding: 2px; font-size: small;">The sum of items 3 & 4 from the Detail Report</div> <div style="border: 1px solid blue; padding: 2px; font-size: small;">The sum of items 5 & 6 from the Detail Report</div> </div>	
TOTAL AMOUNT NOW DUE	\$ 67.34
Please make payment electronically to the General Insurance Statistical Agency (GISA) Account at the Bank of Nova Scotia (Bank information: 002-81702-0069213). Cheques payable to GISA should be sent to the IBC office at 2235 Sheppard Avenue East, Atria II, Suite 1100, Toronto, ON, M2J 5B5. If you have any inquiries, please contact IBC Accounts Receivable at (416) 445-6912	

Special Conditions Related to Deficiency Fees

- Minimum fees** Monthly deficiency fees totaling less than \$25 are waived. To assist companies with analyzing their data quality, a copy of the monthly ***Detail and Summary Report*** can be provided by the Service Provider upon request for any company with monthly activity, regardless of whether an invoice is issued.
- Run Off** When companies go into run off, deficiency fees apply until there are no outstanding claims and all errors have been corrected.

Glossary of Terms

Correction Due Date	The date by which all errors are to be corrected. This is usually two calendar months after the end of the entry month for the submission and is specified on the related error listings.
EEC	Electronic Error Correction is a web-based application that allows data reporting companies to identify and correct errors on-line, on a daily basis. As errors are available on EEC the next business day after data submission, companies can improve error correction turnaround time and reduce the associated outstanding error fees.
Error Listings	<p>The reporting company must correct all statistical data errors. These error transactions are identified on error listings. There are two types of error listings:</p> <ol style="list-style-type: none">1. Greensheets –paper listings. The company marks the error corrections by hand on the greensheet, which is then returned to the Service Provider for data entry.2. Electronic Error Correction (EEC) – an electronic method of correcting errors. See above.
Error Ratio	The percentage of error transactions in a submission or reporting unit.
Excessive Errors	<p>Data submissions can be rejected based on the percentage of errors. However, the insurer is notified of the number of errors on a submission, the insurer can decide to:</p> <ol style="list-style-type: none">1. Resubmit the data after correction has been made to the file, or2. Ask the Service Provider to accept the submission and correct the errors (incurring all the error correction charges).

Late Submission

Production data submissions are late when it is:

- ❑ Received after the submission deadline.
- ❑ Received by the submission due date but cannot be read due to technical issues and the submission is re-sent after the submission deadline.
- ❑ Received by the submission due date but the quality of the data is unsatisfactory (contains excessive errors) resulting in the file being rejected and the re-submission occurs after the submission deadline.
- ❑ Received before the deadline but is considered out of tolerance and is not confirmed until after the deadline.

Annual Balance Reconciliation Packages are late when returns are:

- ❑ Received after the submission due date.
- ❑ Received by the submission due date but is incomplete or grossly inaccurate.

Out of tolerance

The total reported dollar amount of submissions for the previous month of the same year and the same month of the previous year are used to estimate the expected total dollar amount for a given month. Submissions that do not meet the expected dollar amount are considered out of tolerance (a 20% tolerance is permitted).

Re-filing

A re-filing is a resubmission of previously accepted data. Insurers may be required to re-file data previously reported in order to correct data accuracy problems that are not detectable on an individual transaction basis. The insurer, the Service Provider or provincial insurance regulators may detect these quality problems. See Resubmission below.

Reporting Unit A reporting unit is the statistical data submitted for a particular:

- ❑ Company number
- ❑ Entry date
- ❑ Statistical Plan
- ❑ Kind

With frequent submissions, there can be several physical submission batches for a reporting unit. Deficiency fees are grouped by reporting unit on the **Deficiency Fee System -Detail Report**.

Resubmission A resubmission is a statistical submission that reports experience previously processed by the Service Provider. The previous data is reversed from the Service Providers system's and the data with corrected information is resubmitted.

SMART **SMART – Submission Management and Reconciliation Tool** – is a web-based application that provides reporting companies with on line access to data submission information. Companies must use **SMART** to identify submissions that exceed industry tolerance levels and to confirm monthly totals while providing appropriate business reasons for balances out of tolerance.

Companies must use **SMART** to be proactive in confirming submission accuracy to avoid unnecessary fees.

Submission Batch A submission batch is a physical batch of transactions submitted to the Service Provider. There can be several submission batches for a reporting unit, particularly if a company submits its data frequently.

Submission Due Date The submission due date is the date by which all statistical data must be received by the Service Provider to avoid incurring late submission fees.

For example:

- ❑ A monthly submission must be received within 15 days after the close of the entry month (May data is due June 15th).
- ❑ A daily submission must be received within two business days after the processing date of the transactions, unless the transaction effective date is in the future.

All submission deadlines are detailed in the submission schedule.

Appendix – Late Submission Fee

Late Submission Fees

Late Submission Fee

Late Submission of Production Data	Weekly Late Fee
First month late	\$10 per reporting unit
Second month late	\$20 per reporting unit
Third month late	\$50 per reporting unit
Subsequent months	\$100 per reporting unit

Late Submission of Annual Balance Reconciliation	Weekly Late Fee
Returns received in the month of March, after the due date	\$50 per company
Returns received in April	\$75 per company
Returns received in May	\$100 per company
Late returns, each month after May	\$150 per company

ABR Returns	Reprocessing Fee
Incomplete or substantially inaccurate returns are considered deficient and will be charged a reprocessing fee	\$500 per company
Revised ABR returns will incur a flat reprocessing fee per resubmission	

Processing Fees

Outstanding Error Fee	
Outstanding Errors Reported \$ Amount as a Percentage of the Reporting Unit \$ Amount	Outstanding Error Fee
<0.5%	\$0.06
<1.5%	\$0.13
<2.5%	\$0.26
<3.5%	\$0.29
≥3.5%	\$0.33

Error Correction Fee	
Statistical Plan	Correction Fee (per transaction)
Automobile (ASP)	\$0 .16
Ontario Statutory Accident Benefits (OSABSP)	\$0 .18
Ontario Commercial Liability (CLSP)	\$0 .18

Submissions with less than 0.5% errors are not subject to correction fees.