



United States Department of Agriculture

Farm and Foreign Agricultural Services
Risk Management Agency

January 11, 2000

INFORMATIONAL MEMORANDUM: R&D-00-004

TO: All Reinsured Companies
All Risk Management Agency Field Offices

FROM: Tim B. Witt
Deputy Administrator

SUBJECT: Required Signatures For a Cancellation and Transfer of Insurance

BACKGROUND:

The Document Standards Handbook (DSH) requires an original signature of the insured on a cancellation and transfer form to cancel and transfer coverage to another reinsured company. Requests to modify or remove this requirement have been received. A survey of reinsured companies indicated that a copy of the cancellation and transfer request containing the insured's signature (i.e., a legible carbon copy, photo copy or faxed copy) was acceptable for canceling and transferring insurance coverage.

ACTION:

For the purpose of effecting the cancellation and transfer of coverage between reinsured companies, the Risk Management Agency (RMA) will not require an original signature of the insured on the cancellation/transfer form submitted to the ceding company. The Document Standards Handbook will be revised accordingly. RMA will consider a legible carbon copy, photo copy, or faxed copy of the request containing the insured's signature acceptable for canceling and transferring insurance coverage.

DISPOSAL DATE:

This Informational Memorandum will remain active until incorporated into the Document Standards Handbook. The disposal date is December 31, 2001.



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