



## SUBMISSIONS GUIDELINES

### NOW ACCEPTING SUBMISSIONS 120 DAYS BEFORE POLICY EFFECTIVE DATE

Please read the following instructions carefully and then email your submission to [submissions@kinetic-insurance.com](mailto:submissions@kinetic-insurance.com).

Please include the following with your email:

- ACORD 130
- Appropriate Kinetic Industry Supplemental Application
- Ex-Mod Worksheet (if available)
- Current year + prior 3 years loss runs valued no more than 90 days prior to the effective date. If submitting more than 90 days prior to the effective date, loss runs should be currently valued within 30 days of the submission date and updated as noted below.
- Agency Code

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#### IMPORTANT NOTE:

Kinetic agency partners may submit risks up to 120 days before the policy effective date. Any submission sent between 91 and 120 days before the policy effective date must include fully valued loss runs dated within 30 days of the submission. In order to maintain market reservation and to receive a quote, all submissions must include fully valued loss runs within 90 days of the policy effective date. The first agency with a complete submission within the 90 days will earn the market reservation.

Broker of Service and Broker of Record notices are not accepted.

