

P-0818-11



TEXAS WINDSTORM  
INSURANCE ASSOCIATION

August 3, 2018

Regulatory Policy Division  
Property & Casualty Filings Intake  
Texas Department of Insurance  
Mail Code 104-3B  
P.O. Box 149104  
Austin, Texas 78714-9104  
Via email: [PCFilingsIntake@tdi.texas.gov](mailto:PCFilingsIntake@tdi.texas.gov)

Re: Amended Agent Instructions and Guidelines Manual

Dear Property & Casualty Filings Intake:

In accordance with Title 28 Texas Administrative Code §5.4911(g), Texas Windstorm Insurance Association is submitting a revision to its Agent Instructions and Guidelines manual ("manual"). The manual has been revised and corrected in order to more accurately reflect current business processes and changes made following the implementation of a new policy administration system, Policy Center, for TWIA's commercial business.

Attached to this cover letter please find: (1) an explanatory memorandum identifying the sections of the previous manual that have changed, in accordance with Texas Administrative Code 5.9342(a)(2); (2) the previous manual; and (3) the revised manual.

Should you have questions or require anything further, please feel free to contact me at 737-800-9935.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Johnson".

Cindy Johnson  
Manager, Legal & Compliance

CC: Ms. Marianne Baker (via email: [marianne.baker@tdi.texas.gov](mailto:marianne.baker@tdi.texas.gov))  
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