



June 8, 2016

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

Re: Amended Agent Instructions and Guidelines Manual

Dear Property & Casualty Filings Intake:

In accordance with Texas Administrative Code 5.4911(g), Texas Windstorm Insurance Association (TWIA or the Association) is submitting a revision to its Agent Instructions and Guidelines manual ("manual"). The manual has been updated to reflect the workflows of both policy administration systems currently utilizes as well as changes necessitated by legislative and business updates.

Attached to this cover letter please find: (1) an explanatory memorandum identifying each section of the previous manual that has 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 512-637-2944.

Sincerely,

A handwritten signature in blue ink that reads 'Jessica M. Crass'. The signature is written in a cursive style with a large, looped 'J' and 'C'.

Jessica M. Crass
Legal & Compliance Manager

CC: Ms. Marilyn Hamilton (via email: marilyn.hamilton@tdi.texas.gov)
Property and Casualty, Personal and Commercial Lines, Director
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