



The Commonwealth of Massachusetts
Division of Industrial Accidents

18 Tremont Street, Boston 8

WHEN REPLYING
PLEASE QUOTE I.A.B.
FILE NO.
ATTENTION OF:

January 26, 1951

Retyped on June 23, 1955,
with designation "Division"
instead of Department..

CIRCULAR LETTER NO. 67 -- TO ALL INSURERS

IN RE: PROMPT FILING OF NOTICES OF WORKMEN'S
COMPENSATION POLICIES ISSUED, RENEWED,
TERMINATED, AND CANCELLED.

Underwriting Departments of the several insurers, or those charged with responsibility in the matter, are not filing policy notices with this division as promptly as required and failure to do so is occasioning difficulties in this division where recourse to such notices is immediate.

All insurers are hereby notified that they are required to furnish this division prompt notice of the issuance, renewal, termination, and cancellation of workmen's compensation policies and in no case later than fourteen days following date of issuance, renewal, or other change.

Where for any reason compliance with the foregoing is not had, any such notice when filed must be accompanied by a statement of reasons for late filing. Such statement of reasons may be expressed briefly on the blank reverse of the card notice form and if space afforded on the form is insufficient for the explanation, it should be extended by letter.

Strict compliance with the foregoing is to be observed and record will be kept of those constantly or frequently failing to comply and appropriate action taken in particular cases.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Edward P. Doyle".

SECRETARY

EPD/bf

Retyped by CJH