



January 16, 2009

Dear Valued Agent,

On January 5, 2009, all AIPs were mandated by RMA to follow guidelines contained within MGR-09-001. This bulletin is enclosed for your reference. In summary, the bulletin gives direction to companies and their affiliates in regards to the new Non-Disclosure Statement and the requirements surrounding protected information.

Enclosed you will find two forms, the Individual Non-Disclosure Statement and the Certification Form, which must be signed by an officer of the agency.

1. It is the responsibility of the agency to distribute and collect the Individual Non-Disclosure Statement from any persons that have signed the ProAg agency agreement form, have been appointed by ProAg as a licensed agent within your organization, or agency staff having access to protected information. **The NDS from the licensed agents must be scanned and sent back to ProAg at NDS@proag.com no later than February 23, 2009.** These forms will be scanned into PASS under the individual agent record. A copy should also be maintained at your office. The NDS for agency staff does not need to be e-mailed back to ProAg, only maintained in your office for inspection upon request from RMA.

In a situation where an agent has already signed a NDS form with another AIP, ProAg will accept this form if all RMA language is contained within the form. The same procedure as above should be used to submit the form.

2. Once **All** Individual Non-Disclosure Statements are collected, **it is the responsibility of the agency to sign the certification form by an officer of the agency, and return the certification form to ProAg by April 1, 2009.** Please scan and send this form back to ProAg at NDS@proag.com. At that time, our National Operations Specialist will scan the form into PASS under the Agency Master record.

Note If you are a **Master** or **General** agency, it is not necessary for those sub-contractors who work with you to fill out the certification form, only the Individual Non-Disclosure Statement.

We will be posting both forms on our PASS PORTAL and also on our website www.proag.com for your convenience. Please do not hesitate to contact us with questions or concerns. We continually thank you for the opportunity to work with your agency.

Respectfully,

ProAg National Operations

Encl: MGR-09-001
Individual Non-Disclosure Statement
Certification Form

www.ProAg.com

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