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| **Checklist 2—Commencement** | **Project Assigned To** | **Date Completed** | **Completed By** | **Notes** |
| ***Overview*** |  |  |  |  |
| Meet with management to discuss procedures, unless a meeting was held pre-takeover. |  |  |  |  |
| Meet with insurer personnel (or distribute memo to insurer personnel) that discusses order and procedures to be implemented. |  |  |  |  |
| Meet with the insurer’s CFO/accounting manager (and/or other appropriate personnel) to discuss the insurer’s financial operations in general, managers/supervisors and their responsibilities, staffing, and what will be required from their department’s staff as a result of the order. |  |  |  |  |
| Identify if insurer has internal actuary or if they utilize external actuarial firm. Obtain appropriate information. |  |  |  |  |
| Inform insurer management and personnel that document destruction must immediately cease. |  |  |  |  |
| Post door signs/notices as required to inform visitors of receivership. |  |  |  |  |
| Secure insurer Web site and post information as needed. |  |  |  |  |
| If necessary, determine current status of insurer’s state licenses and requirements to avoid revocation. |  |  |  |  |