

# Market Conduct Annual Statement Data Element Revision Process

Adopted by the  
Market Conduct Annual Statement Blanks (D) Working Group on  
May 10, 2018 and updated on October 10, 2023

The following establishes the procedures of the Market Regulation and Consumer Affairs Committee's Market Conduct Annual Statement Blanks (D) Working Group (hereinafter "MCAS Blanks WG") with respect to: a) Development of new Market Conduct Annual Statement (MCAS) interrogatories, data elements, and definitions for the collection of data for new approved lines of business; and b) Proposed changes to the MCAS data elements for existing lines of business. The procedures are for substantive changes only—such as the addition of data elements or significant (non-technical) changes to their definitions.

The following best practices are encouraged to ensure the timelines for adoption are successfully met:

- A minimum of 5 Working Group jurisdictions should volunteer and participate in Subject Matter Expert (SME) group meetings when creating reporting for a new MCAS line of business or blank changes to an existing line of business.
- Monthly exposure of SME group draft documents and summary of progress to Working Group members, Interested Regulators, and Interested Parties.
- Encourage weekly subject matter expert (SME) meetings from the beginning of SME work.
- Formal meeting, after the conclusion of the SME Group Meetings and prior to the voting deadline, to present the draft document to Working Group members, Interested Regulators, and Interested Parties to increase exposure, facilitate discussion, and proactively identify any concerns.

1. MCAS Blanks WG may consider relevant changes to the annual statement blank and instructions at any scheduled working group conference call or meeting. The MCAS Blanks WG chair will determine which suggested changes are considered.

2. Suggested changes and amendments to the Market Conduct Annual Statement data elements or definitions may be submitted (using the MCAS Proposal Submission Form located on the MCAS Blanks WG webpage) to the NAIC support staff for MCAS Blanks WG at any time during the year.

3. All recommended changes shall include all of the following:

- a concise statement of the proposed change;
- the statement type of the suggested change (Life and Annuity, Property and Casualty, Long Term Care, Health, etc.);
- the reason for the change; and
- any supporting information relating to the change.

4. Changes that have been adopted by the MCAS Blanks WG prior to June 1 and subsequently adopted by the Market Regulation and Consumer Affairs (D)

Committee by August 1 and by the NAIC Plenary by December 31 of the same year will become effective for the following year's experience reporting.

*Additional Considerations for drafts to be considered by the MCAS Blanks WG:*

- *To provide sufficient time for the MCAS Blanks WG to review, discuss and consider MCAS reporting data call and definitions for **new lines of business, or substantial additions and/or changes to existing lines of business**, drafts should be provided to the WG by April 1<sup>st</sup>.*
- *All other draft MCAS edits/changes should be provided to the WG by May 1<sup>st</sup>.*
- *If these new drafts are provided to the WG later than the suggested April 1<sup>st</sup> or May 1<sup>st</sup> dates, the WG can determine – on a case-by-case basis - if there is group consensus to adopt prior to June 1<sup>st</sup> for use in the following data year, or if additional time is needed for revisions prior to adoption.*

5. If the MCAS Blanks WG or the D Committee do not adopt a recommended change by their respective date (June 1 or August 1), any adopted change will be effective the second calendar year after the adoption of the change. (For example, if MCAS Blanks WG adopts a change during July 2024 and the D Committee adopts it in September 2024, the change will be effective January 1, 2026, and would be reported in the data filed in 2027).

6. All suggested changes will be made available for comment at least 30 days prior to adoption by the Market Regulation and Consumer Affairs D Committee.