

INSTRUCTIONS FOR COMPLETION OF CHECKLISTS

GENERAL INSTRUCTIONS:

- **Checklists By Line of Business**

Checklists have been developed based upon the Lines of Business (Types of Insurance, or TOI), where appropriate, the Lines of Insurance (Subtypes, or Sub TOI), and applicable coding listed in the NAIC Uniform Product Coding Matrices.

States that require the submission of checklists should require their completion when a new program or major program revision is being filed. The checklists should only be necessary for “programs” (e.g., policy filings) and not for many routine filings such as minor revisions to previously approved programs, endorsements, etc., which do not include changes to regulatory requirement categories. When all or part of a checklist is not applicable (e.g., endorsements, riders), insurers should use the fields now contained in checklist headers to provide an explanation. Insurers may also indicate this on the Uniform Filing Transmittal Document, or attach documentation as needed.

- **Requirement Categories**

The Requirement Categories in each checklist are the best practice requirements for the respective lines of business. Requirement categories not applicable (to your state) should be deleted. Requirement categories not listed may be included in fields listed as “other”. Such additions should also be brought to the attention of designated NAIC staff for future consideration by all states (e.g., Bob Card—bcard@naic.org).

- **Interactive Checklists**

The checklists should be designed for use in an interactive manner both by the regulator and the insurer. This facilitates the completion of the checklists by insurers in an on-line environment.

It is also intended that when these checklists are used in making filings through SERFF the appropriate categories (Column One) should receive bookmarks for evidence of compliance and to facilitate the efficiency of review in order to meet the goal of a 30-day turnaround. When checklists are used to make filings in a paper environment, Column Four should be completed in order to accomplish these goals.

To facilitate uniformity and efficiency, states adding requirement categories to checklists should not, as a best practice, require that such state specific requirements receive a bookmark, as this will present additional programming on the part of filers.

INSTRUCTIONS FOR COMPLETION:

Whenever the insurer determines that all or part of a checklist is not applicable to a filing due to the nature of the submission, it may use the fields available in the checklist header of the checklist to so indicate and explain. Where additional comment is needed it should be included in the filing or may be attached to the checklist. Checklists must, however, be used for the filing of “programs” (e.g., policy

filings) and not for many routine filings such as minor revisions to previously approved programs that do not contain changes to regulatory items or requirement categories.

COLUMN ONE:

This column lists the categories of review standards that the filing will be expected to evidence. Filings made through SERFF should provide “bookmarks” to the location(s) of compliance. Bookmarks will facilitate review and processing on an expedited basis. An explanation should be provided whenever compliance is not applicable to all parts of the filing.

COLUMN TWO

These columns should be used by States to provide the statutory or regulatory reference to each requirement contained in the checklist. As a best practice, states should provide a link to applicable sites.

COLUMN THREE

This column should include an explanation of the specific requirement standard that must be met in order to comply with the item(s) reference in Column Two. This may include a brief summary of the statutory or other provisions, a link where such specific requirements are explained, discussed, or noted concerning most common reasons for noncompliance, etc.

COLUMN FOUR

This column must be completed for filings made in hard copy (paper filings). Filers must complete this column for each of the categories indicated in order to identify the location of compliance within the paper filing. If the compliance is required in more than one location in the filing, attachments may be used to further explain. Where compliance is not applicable to all parts, an explanation should be provided. The completion of this column is not necessary for filings made through SERFF, which bookmark in accordance with the instructions for column one, above.