

Filing Guidelines Applicable to All Life and Health Filings

Checklists

Checklists should be used by insurers as a guide to complying with Alaska laws and regulations. Each insurer is responsible for complying with all applicable Alaska laws and regulations regardless of whether or how an item is identified in the checklist.

Separate filings

1. Rates and forms must be submitted in separate filings.
2. A rate filing must identify the corresponding form filing and vice versa.

Riders/Endorsements

Each rider and endorsement must comply with the laws, regulations, and guidelines that apply to the type of insurance to which the rider or endorsement is attached. A rider or endorsement filing must reference the approved base policy to which the rider or endorsement is attached including the Alaska filing number for the base policy.

Form numbers

Each form filing must include a unique form number that is identified on each page of the form in compliance with AS 21.42.160(d).

Similar forms

1. Substantially similar forms that will be used by the same company or one or more companies with the same NAIC group number may be submitted in a single filing.
2. Each company that will use the forms must be identified and any differences between the forms must be described.

Foreign Language

An insurer may submit non-English forms for approval. However, a filing of such forms must include a certification by a licensed or certified translator that the form is the exact and true translation of the approved English version of the form.

Variable language

1. Text or numbers in a form that may vary must be bracketed and all ranges or options for the text or numbers must be identified.
2. A statement of variability must be provided that describes the ranges or options for each text or number that may vary, explains the conditions under which the variable text or numbers may change, and describes any relationship between the variable text and numbers.

The following outlines the items that must be included in a life or health insurance filing submitted to the Division of Insurance. Before submitting a filing to the division, verify that the filing complies with each applicable requirement.

All Paper and Electronic Filings

- Completed NAIC Life, Accident & Health, Annuity, and Credit Transmittal Document (Revised 1/1/09)(LH TD-1) with all applicable items completed.
- Forms or rates and all supporting documentation.
- If a filing is a revision or replacement of an existing form, the filing must include a marked copy of the form with new material underlined and deleted material shown with a line stricken through it. However, another similar method of identifying changes may be used.
- If a form contains variable text or numbers, a statement of variability.
- If the filing is a life or annuity form, an actuarial memorandum describing the product and demonstrating compliance with the standard nonforfeiture law and standard valuation law.

SERFF Filings

The correct transmittal data must be completed including TOI, sub-TOI, Filing Type, Implementation Date Requested, and Requested Filing Mode. If a field is left blank or is incorrect the filing will be rejected. See SERFF general instructions.

Paper Filings Only

- Two additional copies of the completed transmittal document
- Two self-addressed stamped envelopes

Additional items that must be included on the transmittal document:

- A brief description of the purpose of the filing and any changes the filing will introduce
- If a filing is a resubmission of a prior filing that was withdrawn or disapproved, the assigned filing number of the prior filing and a response to any questions and comments raised by the analyst with respect to the prior filing
- If a filing is a revision or replacement of an existing form, the assigned filing number of the revised or replaced form
- If the filed form (including riders and endorsements) or rate will be used with a previously approved form or rate, the assigned filing number of the previously approved forms or rates
- A requested implementation date
- If the filing is for group insurance, a description of the group and method of marketing
- Indication of whether the filing is submitted under the "File and Use" or "Prior Approval" method of filing
- If "File and Use" method is selected, a signed certification of compliance
- Insurer's name for the product