

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF INSURANCE

**PROPERTY, CASUALTY & TITLE INSURANCE
FILING SUBMISSION CHECKLIST**

NEW FILINGS	REFERENCE	CHECKLIST
	Statutes: AS 21.39.040 AS 21.42.120 AS 21.66.370 AS 21.66.450 Regulation: 3 AAC 31.200	<ul style="list-style-type: none"> • The rules apply to anyone filing rates, forms, rules, rating plans, policies, certificates or other documents as required by Alaska Statutes.
	Regulation: 3 AAC 31.205 3 AAC 31.210 Bulletin 05-07 3 AAC 31.215 AS 21.42.125 3 AAC 31.210(h)	<ul style="list-style-type: none"> • The original filing is addressed to the Director of the Division of Insurance in Juneau. • A form filing may not be combined with a rate and rule filing. When related form and rate and rule filings are made at the same time, they must be cross referenced on the transmittal document. • A separate filing must be made for each line of business. • A transmittal document may be submitted on a group letterhead if the company or companies are identified in the subject line of the letter. • Affiliated Property and Casualty insurers may submit similar rate and rule filings or identical form filings as one filing with the names of each affiliated company on the cover letter. • The NAIC Property & Casualty Transmittal Document satisfies the state transmittal document requirements. • Each paper filing must be mailed to the Division of Insurance in Juneau and contain: <ul style="list-style-type: none"> * 3 copies of the cover letter; * 1 copy of filing materials and supporting documents; * 2 self-addressed, stamped envelopes. • Each file and use form filing must include a file and use certification. • Revisions to or replacements of existing rates, rules or forms must include marked copies identifying the proposed changes
	3 AAC 31.225 Bulletin B 05-09 Bulletin 05-09 3 AAC 31.225(c)(1) 3 AAC 31.225(b)(2)	<ul style="list-style-type: none"> • The transmittal document or the subject line of the cover letter must specify: <ul style="list-style-type: none"> * the company name or Rating Organization name; * the NAIC group number and NAIC company number; * whether the filing is a rate, rule, or form filing; * the type of insurance to which the filing applies; * the specific product offered; * the company's name for the product, if any; * the filer's unique number or code for the filing, if any; * the filing method: (prior approval, file and use, flex rating).

	<p>3 AAC 31.225</p> <p>Bulletin B 05-09</p> <p>AS 21.39.210(c) AS 21.39.041(a) AS 21.39.220(b) AS 21.42.123(a) AS 21.42.125(a)</p>	<ul style="list-style-type: none"> • The transmittal document must also contain: <ul style="list-style-type: none"> * A brief description of the purpose of the filing and any changes the filing will introduce; * For a rate filing, an indication of the overall effect of the rate level change; * For a form filing, and if the state of domicile requires a filing, say whether the filing has been made in the domiciliary state, also say whether the domiciliary state has approved it. * The Alaska Division of Insurance Filing Number of any previous filing being revised or replaced by the current filing; * A request for an effective date set far enough in advance to allow for sufficient mail time and the full applicable review or waiting period. The requested effective date must be: <ul style="list-style-type: none"> ** on or after the division's receipt for Flex Rate filings ** at least 15 days after the division's receipt for Prior Approval rate/rule filings ** at least 30 days after the division's receipt for all other filing types and methods * Non-specific effective date requests such as "upon approval" will not be accepted. * The name of the contact person for the filing.
RESPONSES TO REVIEWER QUESTIONS	REFERENCE	CHECKLIST
All Filing Responses	<p>3 AAC 31.210(l) 3 AAC 31.225(d)(4) 3 AAC 31.225(e) 3 AAC 31.210(c) 3 AAC 31.215(c)</p> <p>3 AAC 31.225(d)</p> <p>3 AAC 31.215(a) 3 AAC 31.215(d) Bulletin B 05-09</p>	<ul style="list-style-type: none"> • Respondents must address all questions and comments. • Response letters must include a description of the changes proposed in the response. • Responses to form filings must be made separately from responses to rate and rule filings. • Response letters to questions and comments from the division regarding a specific filing must: <ul style="list-style-type: none"> * be addressed to the division employee asking the questions; • Paper filings must have a subject line that specifies: <ul style="list-style-type: none"> * the company name or rating organization name; * the NAIC group number and NAIC company number; * whether the filing is a rate, rule or form filing; * the type of insurance to which the filing applies; * the specific product offered; * the filer's unique number of code for that filing, if any; * the Alaska Division of Insurance identification number of the filing questioned; * whether the response is a paper backup to an e-mail or fax response. • Responses to paper filings must include one original and two copies of the response cover letter and two stamped return envelopes. • Responses for paper filings must be submitted in a format, paper, electronic mail or facsimile, as requested by the division employee. • E-Mail responses must be sent to inspcfilings@commerce.state.ak.us.
File and Use Form Filings	<p>AS 21.42.125</p> <p>3 AAC 31.210(l) 3 AAC 31.215(d)</p>	<ul style="list-style-type: none"> • Questions must be adequately resolved within 30 days of the division's initial receipt of the filing or the filing will be withdrawn; a one time extension is available upon written request. • All questions must be addressed and the response received by the division no later than 5 days before the end of the waiting period. • Responses to paper filings must either be by electronic mail or facsimile as directed in the communication from the division.