CORPORATE GOVERNANCE ANNUAL FILING MODEL ACT

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Section 1. Purpose and Scope.

The purpose of this Act is to provide the requirements for completing a Corporate Governance Annual Filing with the Insurance Commissioner of this state.

A. The purpose of this Act is to:

1. Provide the Insurance Commissioner a summary of an insurer or insurance group’s corporate governance structure, policies and practices to permit the Insurance Commissioner to gain and maintain an understanding of the insurer’s corporate governance framework.

2. Outline the requirements for completing a corporate governance annual filing with the Insurance Commissioner.

3. Provide for the confidential treatment of the corporate governance annual filing and related information that will contain confidential and sensitive information related to an insurer or insurance group’s internal operations and proprietary and trade secret information which, if made public, could potentially cause the insurer or insurance group competitive harm or disadvantage.

B. Nothing in this act shall be construed to prescribe or impose corporate governance standards and internal procedures beyond that which is required under applicable state corporate law. The Corporate Governance Annual Filing Guidance Manual provides general guidance to insurers regarding the types of information to be filed under each category identified under Section 4B of this act. Notwithstanding the foregoing, nothing in this act shall be construed to limit the Commissioner’s authority, or the rights or obligations of third parties, under [INSERT EXAMINATION CITATION]

C. The requirements of this Act shall apply to all insurers domiciled in this state.

Section 2. Definitions.

A. “Commissioner.” The Insurance Commissioner of the State.

B. “Corporate Governance Annual Filing (CGAF).” A Corporate Governance Annual Filing shall mean a confidential report filed by the insurer or insurance group made in accordance with the requirements of this Act.

C. “Corporate Governance Annual Filing Guidance Manual.” The term “Corporate Governance Annual Filing Guidance Manual” shall mean the current version of the Corporate Governance Annual Filing Guidance Manual developed and adopted by the National
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Association of Insurance Commissioners (NAIC). A change in the Corporate Governance Annual Filing Guidance Manual may be initiated only prior to or in conjunction with the NAIC’s Spring National Meeting each year and must be subject to a 45-day public comment period, prior to being considered for adoption at the subsequent NAIC Summer National Meeting. Approval requires a supermajority (75% or more) of the members of the Corporate Governance Working Group.

D. “Insurance group.” For the purpose of this Act, the term “insurance group” shall mean those insurers and affiliates included within an insurance holding company system as defined in [insert state law equivalent to the model Insurance Holding Company System Regulatory Act.]

E. “Insurer.” The term “insurer” shall have the same meaning as set forth in Section [insert applicable section] of this Chapter, except that it shall not include agencies, authorities or instrumentalities of the United States, its possessions and territories, the Commonwealth of Puerto Rico, the District of Columbia, or a state or political subdivision of a state.

F. “ORSA Summary Report.” The term “ORSA Summary Report” shall mean the report filed in accordance with [insert applicable ORSA statute reference.]

Section 3. Filing Requirement.

A. An insurer, or the insurance group of which the insurer is a member, shall, no later than June 1 of each calendar year, submit to the Commissioner a Corporate Governance Annual Filing (CGAF) that contains the information described in Section 4B below. Notwithstanding any request from the Commissioner, if the insurer is a member of an insurance group, the insurer shall submit the report required by this Section to the Commissioner of the lead state for the insurance group, in accordance with the laws of the lead state, as determined by the procedures outlined in the most recent Financial Analysis Handbook adopted by the NAIC.

B. The CGAF must include a signature of the insurer or insurance group’s chief executive officer or corporate secretary attesting to the best of that individual’s belief and knowledge that the insurer has implemented the corporate governance practices and that a copy of the filing has been provided to the insurer’s board of directors or the appropriate committee thereof.

C. An insurer not required to submit a corporate governance annual filing under this subsection shall do so upon the Commissioner’s request.

D. For the purposes of completing this filing, the insurer or insurance group may provide information regarding corporate governance at the ultimate controlling parent level, an intermediate holding company level or the individual legal entity level, depending upon how the insurer or insurance group has structured its system of corporate governance.

E. The review of the CGAF and any additional requests for information shall be made through the lead state as determined by the procedures within the most recent Financial Analysis Handbook referenced in paragraph A of this section.

Section 4. Contents of Corporate Governance Annual Filing.
A. The insurer or insurance group shall have discretion regarding the appropriate format of the CGAF and shall be permitted to customize the communication to provide the most relevant information necessary to permit the commissioner to gain an understanding of the corporate governance structure, policies and practices utilized by the insurer or insurance group. An insurer or insurance group may provide the information required by submitting copies of the reports and other filings provided to other state, national or international insurance, financial or securities regulators that contain the information, or substantially similar information, required by this Act.

B. Notwithstanding subsection A of this section, the CGAF shall be prepared consistent with the Corporate Governance Annual Filing Guidance Manual. Documentation and supporting information shall be maintained and made available upon examination or upon request of the commissioner. The content of the filing shall address all of the following topics:

1. Description of Corporate Governance Framework
2. Description of Board of Directors’ and Committee Policies and Practices
3. Description of Management Policies and Practices and

C. The review of the CGAF, and any additional requests for information, shall be made using similar procedures currently used in the analysis and examination of multi-state or global insurers and insurance groups.

Section 5. Confidentiality.

A. Documents, materials or other information including the CGAF, in the possession of or control of the Department of Insurance that are obtained by, created by or disclosed to the Commissioner or any other person under this Act, are recognized by this state as being proprietary and to contain trade secrets. All such documents, materials or other information shall be confidential by law and privileged, shall not be subject to [insert open records, freedom of information, sunshine or other appropriate phrase], shall not be subject to subpoena, and shall not be subject to discovery or admissible in evidence in any private civil action. However, the Commissioner is authorized to use the documents, materials or other information in the furtherance of any regulatory or legal action brought as a part of the Commissioner’s official duties. The Commissioner shall not otherwise make the documents, materials or other information public without the prior written consent of the insurer.

B. Neither the Commissioner nor any person who received documents, materials or other Governance-related information, through examination or otherwise, while acting under the authority of the Commissioner, or with whom such documents, materials or other information are shared pursuant to this Act shall be permitted or required to testify in any private civil action concerning any confidential documents, materials, or information subject to Subsection A.

C. In order to assist in the performance of the Commissioner’s regulatory duties, the Commissioner:

1. May, upon request, share documents, materials or other Governance-related information including the confidential and privileged documents, materials or information subject to subsection A, including proprietary and trade secret documents and materials with other state, federal and international financial regulatory agencies, including members of any supervisory college as defined in the
[insert cross-reference to appropriate section of Insurance Holding Company System Regulatory Act, as amended], and with the NAIC, provided that the recipient agrees in writing to maintain the confidentiality and privileged status of the governance-related documents, material or other information and has verified in writing the legal authority to maintain confidentiality; and

2. May receive documents, materials or other Governance-related information, including otherwise confidential and privileged documents, materials or information, including proprietary and trade-secret information or documents, from regulatory officials of other foreign or domestic jurisdictions, including members of any supervisory college as defined in the [insert cross-reference to appropriate section of Insurance Holding Company System Regulatory Act, as amended], and from the NAIC, and shall maintain as confidential or privileged any documents, materials or information received with notice or the understanding that it is confidential or privileged under the laws of the jurisdiction that is the source of the document, material or information.

D. The sharing of information and documents by the commissioner pursuant to this Act shall not constitute a delegation of regulatory authority or rulemaking, and the Commissioner is solely responsible for the administration, execution and enforcement of the provisions of this Act.

E. No waiver of any applicable privilege or claim of confidentiality in the documents, proprietary and trade-secret materials or other Governance-related information shall occur as a result of disclosure of such Governance-related information or documents to the Commissioner under this section or as a result of sharing as authorized in this Act.

Section 6. Third-party Consultants

A. The Commissioner may retain, at the insurer's expense, third-party consultants, including attorneys, actuaries, accountants and other experts not otherwise a part of the Commissioner's staff as may be reasonably necessary to assist the Commissioner in reviewing the CGAF and related Information or the insurer's compliance with this Act.

B. Any persons retained under subsection A shall be under the direction and control of the Commissioner and shall act in a purely advisory capacity.

C. Third-party consultants shall be subject to the same confidentiality standards and requirements as the Commissioner.

D. As part of the retention process, a third-party consultant shall verify to the Commissioner, with notice to the insurer, that it is free of a conflict of interest and that it has internal procedures in place to monitor compliance with a conflict and to comply with the confidentiality standards and requirements of this Act.

E. A retention agreement with a third party consultant shall contain the following provisions and expressly require the written consent of the insurer prior to making public information provided under this act:

1. Specific procedures and protocols for maintaining the confidentiality and security of CGAF-related information.
2. Procedures and protocols for sharing CGAF-related information with other state regulators from states in which the insurance group has domiciled insurers, including a written acknowledgment of the recipient's intent and legal authority to maintain the confidentiality and privileged status of the CGAF-related documents.

3. A provision specifying that ownership of the CGAF-related information remains with the Department of Insurance and the use of the information is subject to the direction of the Commissioner;

4. A provision that prohibits the storing of the information shared pursuant to this Act in a permanent database after the underlying analysis is completed;

5. A provision requiring the NAIC or third-party consultant to provide prompt notice to the Commissioner and to regarding any subpoena, request for disclosure, or request for production of the insurer's CGAF-related information; and

6. A requirement that the NAIC or a third-party consultant to consent to intervention by an insurer in any judicial or administrative action in which the NAIC or a third-party consultant may be required to disclose confidential information about the insurer shared with the NAIC or a third-party consultant pursuant to this Act.

Section 7. Sanctions.

Any insurer failing, without just cause, to timely file the CGAF as required in this Act shall be required, after notice and hearing, to pay a penalty of $[insert amount] for each day's delay, to be recovered by the commissioner and the penalty so recovered shall be paid into the General Revenue Fund of this state. The maximum penalty under this section is $[insert amount]. The commissioner may reduce the penalty if the insurer demonstrates to the commissioner that the imposition of the penalty would constitute a financial hardship to the insurer.

Section 8. Severability Clause.

If any provision of this Act other than Section 6, or the application thereof to any person or circumstance, is held invalid, such determination shall not affect the provisions or applications of this Act which can be given effect without the invalid provision or application, and to that end the provisions of this Act, with the exception of Section 6, are severable.

Section 9. Effective Date.

The requirements of this Act shall become effective on January 1, 2016. The first filing of the CGAF shall be in 2016.