

Last Revised on 01/20/12

Company Licensing Working Group

The National Treatment and Coordination Working group co-chaired by Jill Jacobi, California Department of Insurance and Cindy Donovan, Indiana Department of Insurance. The Issues Subgroup, chaired by Cindy Donovan, was established to address and review the Company Licensing Model Act with regards to the Primary and Expansion applications, along with the hard copy requirements for electronic UCAA format, and other issues with the electronic UCAA tools as needed.

UCAA Proposals and Instructions

Proposal for UCAA forms and instructions are posted on the UCAA home page. Proposals will be submitted to the Issues Subgroup for review. All suggested changes should be sent via email to Jane Barr jbarr@naic.org.

UCAA Electronic Applications Users Guide

The user guide contains instructions as well as examples relevant to the electronic applications. The guides are located within the [Electronic Application](#) link. General questions and answers to the electronic application process are located on the UCAA home page.

UCAA Electronic Application has been updated to include specific attachments buttons to correspond with the updates to the checklist. New attachment buttons for a cover letter, domiciliary state approval and a copy of your filing fee check.

Review of Electronic Application Coordination and Processing (REACAP)

The guidelines for the review of electronic application which was previously referred to as the NAIC pilot project were established with specific purposes outlined. The guidelines are posted on the UCAA Home page along with separate guidelines for the request of REACAP with expedited review. All requests should be direct to the co-chairs of the NTC(E)WG and NAIC company licensing coordinator, jbarr@naic.org. Please Note: all companies may use the electronic application process regardless of acceptance into REACAP.

EFFECTIVE 01/01/2012

The List of Third Party Vendors for Background Reports has been updated with the agencies authorized to complete background investigation reports for biographical affidavits. Any application submitted after 01/01/2012 which requires a background report must use an agency from the current list. However, the states will consider accepting a background investigation report submitted in January from an agency that was previously listed on the NAIC/UCAA Website as long as the background investigation report meets the NAIC/UCAA guidelines for background investigations. Any questions or concerns contact Jane Barr jbarr@naic.org.

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State Specific Changes

Form 8 Questionnaire

The UCAA Form 8, Questionnaire for the Primary and Expansion application has been amended. New Questions were added (Question 15) and amended (Questions 20-21). Any application submitted after January 20th will need to include responses for the new questions. The electronic application will automatically update the questions into the application, so any expansion application submitted prior to Jan. 20th will *not* be considered incomplete but the Department may contact the insurer for follow-up responses to those questions.

Form 12, Uniform Consent to Service of Process

The New York Department of Financial Services has amended their reference on Exhibit A of Form 12. Exhibit A will now reference NY — Superintendent of Financial Services#.