

Last Revised on 10/28/09

New Date added for the Company Licensing Webinar

An electronic application webinar has been scheduled for Tuesday, December 15, 2009 from 1:00 to 3:00 central time. The webinar will cover the expansion and corporate amendment application process. To register contact jconard@naic.org

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 Conard jconard@naic.org.

UCAA Electronic Applications Users Guide

This users guide contains instructions as well as examples relevant to the electronic applications. The guides are located on the web site.

UCAA Electronic Application FAQs

General questions and answers to the electronic application process are located in a separate section. Go to the UCAA home page and select the Electronic Applications link located on the right hand side of the page. FAQs will be the last bullet listed.

State Specific Information and State Charts

Any change initiated by the state Department of Insurance will be marked with a “√” next to the text change. This includes all charts located on the UCAA home page as well as the state specific information located at the bottom of the UCAA home page. Revisions or changes made to the UCAA forms or instructions will be noted on the “What’s New” web page.

Form 7, Certificate of Deposit (April 29, 2009)

The Certificate of Deposit form was updated to reflect the single asterisk note at the bottom of the page has been change to “Note” and the double asterisk is now a single asterisk. No other changes have been made to this form.

Form 12, Uniform Consent to Service of Process (Feb. 23, 2009)

The Uniform Consent to Service of Process, Exhibit B has been updated to include additional information for email address, phone number and facsimile number. The email address is a mandatory requirement for the state of Florida. The electronic application has been updated to reflect this change.

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Effective August 21, 2009

North Carolina is accepting the NAIC Form 12, Uniform Consent to Service of Process. All non-submitted applications will need to complete Exhibit B for NC (if applicable) prior to submitting the electronic application.

Form 14, Change of Mailing Address/Contact Notification Form (Feb. 23, 2009)

The Change of Mailing Address/Contact Notification Form has been updated to include a contact for Market Conduct and to include; title, address, phone, fax and email address for each new contact change. The form also requests title, phone number and email address of the preparer of form 14.

NOTE: The Biographical Affidavit was revised with an effective date of September 23, 2008. All states should account for the transition time between old forms and new forms, up to 12 months from the revision date located in the bottom right hand corner of the UCAA forms.

The Background investigative reports have been updated and a sample outline has been sent to each third-party agency listed on the NAIC Web site. The new format should be used effective July 1, 2009.

Form 3, Lines of Business

Effective 01/01/2009

Utah has deleted Fraternal Benefit Society from Form 3. The electronic application has been updated to reflect this change.

Washington has included Ocean Marine to Form 3. The electronic application has been updated to reflect this change.

Effective 04/01/2009

Oklahoma has updated their lines of business to include the following; Surety (including bail), Surety (excluding bail), Casualty (vehicle only) and Casualty (including vehicle). The electronic application has been updated to reflect this change.

Effective 5/20/2009

The District of Columbia has updated the statute references to the Lines of Business. Form 3, Lines of Business and the Form 3 Matrix has been updated in the electronic application to reflect his change.

Effective 9/30/2009

Utah has updated their lines of business for the following; Medical Professional Liability is now Professional Liability.

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Effective 10/06/2009

Idaho has updated their lines of business for the following; Variable Annuities/Contracts and Monoline.