LICENSED FRATERNAL SOCIETIES

**COMPANY NAME: NAIC Company Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact: Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED FILINGS IN THE STATE OF: PENNSYLVANIA Filings Made During the Year 2017**

**FOREIGN/ALIEN COMPANIES SHOULD ONLY FILE THOSE SPECIFIC ITEMS NOTED AS REQUIRED IN THE FOREIGN COLUMN. PLEASE DO NOT FILE ITEMS NOT SPECIFICALLY REQUIRED.**

| **(1)****Check-list** | **(2)****Line****#** | **(3)****Required Filings For Pennsylvania****40 P.S. §§ 991.2452(b) & (d)** | **(4)****Number Of Copies**  | **(5)****Due Date** | **(6)****Form Source** | **(7)****Applicable****Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| **Domestic** | **Foreign** |
|  |  |  | **State** | **NAIC** | **State** |  |  | **\*\*\*** |
|  |  | I. NAIC FINANCIAL STATEMENTS |  |  |  |  |  |  |
|  | 1 | Annual Statement (8 ½”x14”) | 3 | EO | xxx | 3/1 | NAIC | I, M, N, W, X |
|  | 1.1 | Printed Investment Schedule detail | 3 | EO | xxx | 3/1 | NAIC |  |
|  | 2 | Quarterly Financial Statement (8 ½” x 14”) | 3 | EO | xxx | 5/15, 8/15, 11/15 | NAIC | I, M, O, W, X |
|  | 3 | Separate Accounts Annual Statement (8 ½”x 14”) | 3 | EO | xxx | 3/1 | NAIC |  |
|  |  | **II. NAIC SUPPLEMENTS** |  |  |  |  |  |  |
|  | 10 | Accident & Health Policy Experience Exhibit | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 11 | Actuarial Certification regarding use 2001 Preferred Class Table | 3 | EO | xxx | 3/1 | Company |  |
|  | 12 | Actuarial Certification Related Annuity Non-forfeiture Ongoing Compliance for Equity Indexed Annuities | 3 | EO | xxx | 3/1 | Company |  |
|  | 13 | Actuarial Certifications Related to Hedging required by Actuarial Guideline XLIII | 3 | EO | xxx | 3/1 | Company |  |
|  | 14 | Actuarial Certification Related to Reserves required by Actuarial Guideline XLIII | 3 | EO | xxx | 3/1 | Company |  |
|  | 15 | Actuarial Guideline 38 Section 8E Filings for Companies writing Universal Life Insurance Products with Secondary Guarantees, unless previously filed directly with the Department | 1 |  N/A | N/A | 3/15 | Company | II |
|  | 16 | Actuarial Memorandum related to Universal Life with Secondary Guarantee Policies required by XXXVIII 8D | 1 | N/A | N/A | 4/30 | Company | HH |
|  | 17 | Actuarial Opinion | 3 | EO | xxx | 3/1 | Company | R |
|  | 18 | Actuarial Opinion on Separate Accounts Funding Guaranteed Minimum Benefit | 3 | EO | xxx | 3/1 | Company |  |
|  | 19 | Actuarial Opinion on Synthetic Guaranteed Investment Contracts | 3 | EO | xxx | 3/1 | Company |  |
|  | 20 | Actuarial Opinion on X-Factors | 3 | EO | xxx | 3/1 | Company |  |
|  | 21 | Actuarial Opinion required by Modified Guaranteed Annuity Model Regulation | 3 | EO | xxx | 3/1 | Company |  |
|  | 22 | Actuary – Appointment Notification Letter | 1 | N/A | N/A | See Note | Company | S |
|  | 23 | Actuary – Change Notification Letters | 1 | N/A | N/A | See Note | Company | T |
|  | 24 | Analysis of Annuity Operations by Line of Business | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 25 | Analysis of Increase in Annuity Reserves During Year | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 26 | Financial Officer Certification Related to Clearly Defined Hedging Strategy required by Actuarial Guideline XLIII | 3 | EO | xxx | 3/1 | Company |  |
|  | 27 | Interest Sensitive Life Insurance Products Report | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 28 | Long Term Care Experience Reporting Forms | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 29 | Management Certification that the Valuation Reflects Management’s Intent required by Actuarial Guideline XLIII | 3 | EO | xxx | 3/1 | Company |  |
|  | 30 | Management Discussion & Analysis | 3 | EO | xxx | 4/1 | Company |  |
|  | 31 | Medicare Part D Coverage Supplement | 2 | EO | xxx | 3/1, 5/15, 8/15, 11/15 | NAIC |  |
|  | 32 | Medicare Supplement Insurance Experience Exhibit | 3 | EO | xxx | 3/1 | NAIC |  |
|  | 33 | RBC Certification required under C-3 Phase I | 1 | EO | N/A | 3/1 | Company | P |
|  | 34 | RBC Certification required under C-3 Phase II | 1 | EO | N/A | 3/1 | Company | P |
|  | 36 | Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXV | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | Company |  |
|  | 38 | Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Average Market Value) | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | Company |  |
|  | 39 | Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Market Value) | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | Company |  |
|  | 30 | Reasonableness of Assumptions Cert. for Implied Guaranteed Rate Method required by Actuarial Guideline XXXVI | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | Company |  |
|  | 31 | Reasonableness of Assumptions Certification required by Actuarial Guideline XXXV | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | Company |  |
|  | 40 | Regulatory Asset Adequacy Issues Summary | 2 | 0 | N/A | 3/15 | Company | U |
|  | 41 | Risk-Based Capital Report | 1 | EO | N/A | 3/1 | NAIC | M, P |
|  | 42 | Statement on non-guaranteed elements – Exhibit 5 Interrogatory #3 | 3 | EO | xxx | 3/1 | Company |  |
|  | 43 | Statement on participating/non-participating policies – Exhibit 5, Inter. #1&2  | 3 | EO | xxx | 3/1 |  |  |
|  | 44 | Supplemental Compensation Exhibit | 3 | N/A | N/A | 3/1 | NAIC | Q |
|  | 45 | Supplemental Health Care Exhibit (Parts 1, 2 and 3)  | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 46 | Supplemental Health Care Exhibit’s Allocation Report  | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 47 | Supplemental Investment Risk Interrogatories | 3 | EO | xxx | 4/1 | NAIC |  |
|  | 48 | Supplemental XXX/AXXX Reinsurance Exhibit | 2 | EO | N/A | 4/1 | NAIC |  |
|  | 49 | Trusteed Surplus Statement | xxx | EO | xxx | 3/1, 5/15, 8/15, 11/15 | NAIC |  |
|  |  | III. ELECTRONIC FILING REQUIREMENTS |  |  |  |  |  |  |
|  | 60 | Annual Statement Electronic Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 61 | March .PDF Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 62 | Risk-Based Capital Electronic Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 63 | Risk-Based Capital .PDF Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 64 | Separate Accounts Electronic Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 65 | Separate Accounts .PDF Filing | xxx | EO | xxx | 3/1 | NAIC |  |
|  | 66 | Supplemental Electronic Filing | xxx | EO | xxx | 4/1 | NAIC |  |
|  | 67 | Supplemental .PDF Filing | xxx | EO | xxx | 4/1 | NAIC |  |
|  | 68 | Quarterly Statement Electronic Filing | xxx | EO | xxx | 5/15, 8/15, 11/15 | NAIC | O |
|  | 69 | Quarterly .PDF Filing | xxx | EO | xxx | 5/15, 8/15, 11/15 | NAIC | O |
|  | 70 | June .PDF Filing | xxx | EO | xxx | 6/1 | NAIC |  |
|  |  | **IV. AUDIT/INTERNAL CONTROL RELATED REPORTS** |  |  |  |  |  |  |
|  | 81 | Accountant’s “Awareness” Letter | 1 | N/A | N/A | See Note | Company | Y |
|  | 82 | Accountant's Letter of Qualifications | 2 | EO | N/A | 6/1 | Company | Y |
|  | 83 | Audit Committee Designation Notification | 1 | N/A | N/A | 4/1See Note | Company | Y |
|  | 84 | Audited Financial Reports | 2 | EO | xxx | 6/1 | Company | Y |
|  | 85 | Audited Financial Reports Exemption Affidavit | 0 | N/A | N/A | See Note | Company | Y |
|  | 86 | Communication of Internal Control Related Matters Noted in Audit | 2 | N/A | N/A | 8/1See Note | Company | Y |
|  | 87 | Exemption from Audit Committee Requirements | 1 | N/A | N/A | 3/1See Note | Company | Y |
|  | 88 | Exemption from Prohibited Non-Auditing Services | 1 | N/A | N/A | 6/1See Note | Company | Y |
|  | 89 | Independent CPA (change) | 1 | N/A | N/A | See Note | Company | Y |
|  | 90 | Independent CPA (newly required to file) | 1 | N/A | N/A | See Note | Company | Y |
|  | 91 | Management’s Report of Internal Control Over Financial Reporting | 1 | N/A | N/A | 8/1See Note | Company | Y |
|  | 92 | Notification of Adverse Financial Condition | 2 | N/A | N/A | See Note | Company | Y |
|  | 93 | Relief from Rotation & Cooling-Off Requirements | 1 | EO | N/A | 3/1See Note | Company | Y |
|  | 94 | Request for Exemption to File & from Other Requirements | 1 | N/A | N/A | See Note | Company | Y |
|  | 95 | Request for Extension to Filing | 1 | N/A | N/A | 5/21 | Company | Y |
|  |  | **V. STATE REQUIRED FILINGS** |  |  |  |  |  |  |
|  | 101 | Filings Checklist (with Column 1 completed) | 0 | N/A | xxx | See General Instructions | State |  |
|  | 102 | State Filing Fees | 1 | N/A | 1 | See Note | State | C |
|  | 103 | Signed Jurat Page | xxx | N/A | 1 | 3/1 | NAIC | G, H, I, O |
|  | 104 | Premium Tax | See Note | N/A | See Note | See Note | State | D |
|  | 105 | Biographical Affidavits | 1 | N/A | N/A | See Note | NAIC |  AA  |
|  | 106 | Certificate of Advertising Compliance | 1 | N/A | 1 | 3/1 | Company | BB |
|  | 107 | Certificate of Compliance | 0 | N/A | N/A | N/A | N/A | DD |
|  | 108 | Certificate of Deposit | 0 | N/A | N/A | See Note | State | DD |
|  | 109 | Changes in Governance | 1 | N/A | 1 | See Note | Company | EE |
|  | 110 | Notification of Address Changes | 1 | N/A | 1 | See Note | NAIC | GG |
|  | 111 | Enterprise Risk Management Reports  | 1 | N/A | N/A | See Note | Company | FF |
|  | 112 | Annual Valuation Filing | 1 | N/A | N/A | See Note | Company | Z |

**\*\*\* See Notes A to L.**

New for 2017

**FOREIGN/ALIEN COMPANIES SHOULD ONLY FILE THOSE SPECIFIC ITEMS NOTED AS REQUIRED IN THE FOREIGN COLUMN. PLEASE DO NOT FILE ITEMS NOT SPECIFICALLY REQUIRED**.

**Please refer to the link provided** [**here**](https://www.insurance.pa.gov/Companies/FilingRequire/Documents/New%20Items%202017%20language%20020317%20final.docx) **for additional clarification and updates of PA items “new” for 2017.**

**Check the *2016 NAIC Annual Statement Instructions* as well as the *2017 NAIC Quarterly Statement Instructions* for new additions and changes. A summary of Adopted Modifications to Financial Statements & Instructions can be accessed at** [**http://www.naic.org/committees\_e\_app\_blanks\_16\_instructions\_revisions.htm**](http://www.naic.org/committees_e_app_blanks_16_instructions_revisions.htm)

# General Instructions

# PENNSYLVANIA

| **Col.** | **Description** | **Instructions – Fraternal Societies** |
| --- | --- | --- |
| (1) | Checklist | The checklist may be used when submitting a filing; however, you are not required to file the checklist with either the Pennsylvania Insurance Department or the NAIC. If you choose to use the checklist, please place a check mark or X in column 1 for each item that is filed. |
| (2) | Line # | A standard filing number used for easy reference if you have questions. This line # may change from year to year. |
| (3) | Required Filings | Filings with the Pennsylvania Insurance Department (the “Department”) are to be made in hard copy. The Annual Statement must be filed in book form with all pages securely fastened inside the annual statement jacket. Annual and quarterly statement pages must be printed on double side and may not be reproduced with data on only one side of the page. However, Schedule D “insert” pages and required one-page supplements may be reproduced with one-sided print.Companies are not required to file financial information in an electronic format with the Department. However, an electronic filing must be made with the NAIC, either on the NAIC website at [www.naic.org](http://www.naic.org) or by diskette. Companies that file with the NAIC via the internet are not required to submit diskettes to the NAIC. The NAIC will be providing additional instructions to assist you in filing with the NAIC.Please be advised that the checklist and instructions are not intended to be an all-inclusive notice of required filings. Therefore, supplemental exhibits and other filings may also be required of any company. The ***Annual Statement Electronic Filing*** includes the annual statement and all supplements due March 1, per the *Annual Statement Instructions.* This includes all detail investment schedules and other supplements for which printed detail is exempted per the *Annual Statement Instructions*. This submission includes all .pdf files for annual statement data.The ***March .PDF Filing*** is the .pdf file for annual statement data, detail for investment schedule and supplements due March 1.The ***Risk-Based Capital Electronic Filing*** includes all risk-based capital data.The ***Risk-Based Capital .PDF Filing*** is the .pdf file for risk-based capital data.The ***Separate Accounts Electronic Filing*** includes the annual separate accounts annual statement and investment schedule detail.The ***Separate Accounts .PDF Filing*** is the .pdf file for the separate accounts annual statement and all investment detail.The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions.* This submission includes all .pdf files for supplemental schedules and exhibits.The ***Supplement .PDF Filing*** is the .pdf file for all supplemental schedules and exhibits due April 1. The ***Quarterly Electronic Filing*** includes the quarterly statement data.The ***Quarterly .PDF Filing*** is the .pdf for quarterly statement data. The ***June .PDF Filing*** is the .pdf file for the Audited Financial Reports and Accountants Letter of Qualifications. |
| (4) | Number of Copies | Indicates the number of copies that each domestic or Foreign/Alien company is required to file for each type of form.FOREGN/ALIEN COMPANIES SHOULD ONLY FILE THOSE SPECIFIC ITEMS NOTED AS REQUIRED IN THE FOREIGN COLUMN. PLEASE DO NOT FILE ITEMS NOT SPECIFICALLY REQUIRED. |
| (5) | Due Date | Indicates the date on which the company must file the form. See Note E. |
| (6) | FormSource | “NAIC” means the company must obtain the form from the appropriate vendor. See Note M.“State” means that Pennsylvania will provide the forms upon request. “Company” means that the company, or its representative (e.g., its CPA firm), must provide the form based upon the appropriate state instructions or the *NAIC Annual Statement Instructions.* |
| (7) | Notes | The letters in this column correspond to the notes contained in the “Notes Pennsylvania” section. Please read each applicable note carefully before submitting a filing. |

| **NOTES****PENNSYLVANIA** |
| --- |
| **Notes A to L apply to ALL filings.** |
|  | A | Required Filings Contact Person | Fraternal Benefit SocietiesFinancial Analysis DivisionPhone: 717.787.3952E-Mail: ra-in-analysis@pa.gov |
|  | B | Mailing Address | **State:** Fraternal Benefit Societies **NAIC:** NAIC Data Base Financial Analysis Division 1100 Walnut Street, Suite 1500 Pennsylvania Insurance Department Kansas City, MO 64106-2197 1345 Strawberry Square Phone: 816.783.8600 Harrisburg, PA 17120 |
|  | C | Filing Fees | **IMPORTANT: YOU WILL RECEIVE AN INVOICE IN EARLY APRIL FOR APPLICABLE ANNUAL STATEMENT/LICENSE RENEWAL FEES. DO NOT REMIT PAYMENT PRIOR TO RECEIVING YOUR INVOICE. The invoice payments are processed through a lockbox, please send your payments to the address on the invoice, not directly to the Insurance Department, or any of the addresses on this checklist.** There is a $750 Annual Statement filing fee. The invoice for **Foreign/Alien** companies will include a $100 fee for the renewal of your Certificate of Authority.**The Pennsylvania Insurance Department no longer mails renewal Certificates of Authority. Annual renewal invoices will contain instructions for on-line printing of the insurer’s renewed Certificate of Authority.** **To minimize returned checks, additional fees, and other problems, please take note of the following instructions:** 1. **Return a copy of the invoice(s) with payment.**
2. **Send payment to the Revenue address listed on the invoice**, **not** any of the addresses on this checklist.
3. Make checks payable to the **“Commonwealth of Pennsylvania.”**

Questions regarding the filing fees:Cressinda Bybee, ChiefCompany Licensing Division E-Mail: cbybee@pa.govPhone at 717.783-2144 |
|  | D | Premium Tax Payments | **Do not send premium tax filing to the Pennsylvania Insurance Department**.Please see: <http://www.revenue.pa.gov> **Foreign/Alien Insurers**: Please note that the Department must receive a copy of the Annual Statement Jurat Page on or before March 1. Receipt of the Jurat Page by the Pennsylvania Department of Revenue does not satisfy filing requirements with the Department. Filings received by the Department after March 1 will be penalized as authorized by law. 40 P.S. § 443(e)(1) and 40 P.S. § 991.1410 – not to exceed $200 per day. |
|  | E | Delivery Instructions | All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, the deadline is extended to the next business day. The Department accepts delivery from all commercial and private carriers in addition to the U. S. Post Office.**Foreign/Alien Insurers**: Receipt of the Jurat Page by the Pennsylvania Department of Revenue does not satisfy the filing requirements with the Department. Late filings will be penalized as authorized by law. 40 P.S. §443(e)(1) and 40 P.S. § 991.1410 – not to exceed $200 per day. |
|  | F | Late Filings | Late filings will be penalized as authorized by law. 40 P.S. §443(e)(1) and 40 P.S. § 991.1410 – not to exceed $200 per day. |
|  | G | Original Signatures | **Domestic Insurers**: At least one hard copy financial statement filing must contain original signatures of the officers (identified in note H below) and the notary. For the second hard copy, a photocopy of the original signed Jurat Page is permitted.**Foreign/Alien Insurers**: A photocopy of the original signed Jurat Page is permitted.**All Insurers**: Financial statement filings may not carry stamped facsimile signatures. |
|  | H | Signature/Notarization/Certification on the Jurat Page | The following three Officers, or a person(s) performing similar functions, of Pennsylvania domiciled insurers are required to certify, on the Jurat Page, Quarterly and Annual Financial Statements filed with Pennsylvania Insurance Department, NAIC and other states: 1)  Chief Executive Officer2)  Chief Financial Officer3)  Corporate Secretary* If your organization does not utilize the above titles, please notify the Financial Analysis Division and explain how the positions of the individuals who sign your financial statement perform similar functions to a CEO (President), CFO (Treasurer) or Secretary.
* Individuals performing the duties of both CFO and Secretary must sign separately under each title.
* Appropriate notarization is required.
* The name and address of any consulting person or organization who participated in the preparation of the annual statement must be noted on the Jurat Page of the statement.
* PA has no requirements that individuals must be listed in the “Other” category.

**Foreign/Alien Insurers**: A photocopy of the original signed Jurat Page is permitted. If your domestic state accepts less than three signatures on the Jurat Page, please provide proof of this with your submission to PA. |
|  | I | Amended Filings | * Domestic company amended items must be filed with Pennsylvania and the NAIC. Amendments are to be filed along with a letter of explanation for each amended item and a statement as to what impact the amendments had on the year end Risk Based Capital Report.
* If any amendments are determined by the company to impact the results of the RBC calculation as reported on the Five Year Historical page of the annual statement, then a revised RBC report must be filed along with an amended 5 Year Historical page with Pennsylvania and the NAIC.
* A new Jurat page completed in all respects, must accompany all amendments. Signature requirements for the original filing noted above in Notes G and H should be followed for any amendment.
* **FOREIGN/ALIEN INSURERS SHOULD NOT FILE AMENDED JURAT PAGES WITH THE DEAPRTMENT**.
 |
|  | J | Extensions of Normal Filings | Please note that there is no provision in the insurance laws of Pennsylvania that permit granting an extension for the filing of the annual or quarterly statements. |
|  | K | Bar Codes  | Required for PA and NAIC filings. Please follow the instructions in the *NAIC Annual Statement Instructions*. |
|  | L | NONE Filings | Blank items, i.e., schedules, interrogatory responses, supplemental compensation exhibit or Notes to the Financial Statements will not be considered properly filed. If no entries are to be made, write “None”, “Not Applicable” or “No Changes” to complete the item in accordance with the *NAIC Annual and Quarter Statement Instructions*. |
|  | M | Vendors for Blanks | The NAIC provides a list of vendors of annual, quarterly and risk-based capital software vendors at: <http://www.naic.org/industry_filing_participation_vendors.htm> The Department does not endorse or promote any individual private software vendor. |
|  | N | Insurance Guaranty Association Payments | All payments to the Pennsylvania Life and Health Insurance Guaranty Association should be reported on Page 3, Line 13 of the annual statement.  |
|  | O | Quarterly Filings | The due dates listed in column 5 apply to domestic companies required to file quarterly statements.* If you filed quarterly statements in 2016 you are required to do so in 2017.
* For those that filed internally prepared quarterly statements in 2016, you must continue to do so in 2017 unless advised that you must start filing on the Quarterly Statement Blank.
* For those that did not file quarterly statements in 2016 be aware that your company*may be* requested, at a later date, to file 2017 quarterly filings with this Department.

**FOREIGN/ALIEN COMPANIES FILING WITH NAIC SHOULD NOT FILE A QUARTERLY JURAT PAGE WITH THE DEPARTMENT.** |
|  | P | Risk Based Capital Report | Effective July 23, 2012, Pennsylvania statutes require Fraternal Societies to file Risk Based Capital Reports. Societies reporting an RBC result less than 300 will receive a letter from the Department asking how they plan to get their RBC result above 300.**Note: All RBC Reports are confidential pursuant to 40 P.S. § 221.12-A.** |
|  | Q | Supplemental Compensation Exhibit | Part 1, Part 2 and Part 3, follow the *NAIC Annual Statement Instructions.* Part 2 modification ONLY for Pennsylvania domestic insurers that are licensed in Pennsylvania only and had total direct written premiums of less than $2,000,000 in 2016: Insurers shall disclose the compensation of: 1. The chief executive officer,
2. Up to four additional persons, regardless of amount, in the following sequence:
	1. Remaining officers whose compensation is not limited to a de minimis fee for attendance at meetings of the board of directors,
	2. Non-officer employees whose compensation exceeds $35,000 annually.

Not filing this exhibit, or filing this exhibit marked NONE is not acceptable  |
|  | R | Actuarial Opinion | Pennsylvania amended 31 PA Code § 84b effective January 1, 2009 to require that all domestic life insurance companies submit actuarial opinions based on an asset adequacy analysis in accordance with § 84b.8 and with applicable actuarial standards. |
|  | S | Actuary – Appointment Notification Letter | Follow the *NAIC Annual Statement Instructions* and 31 PA Code Chapter 84b. |
|  | T | Actuary – Change Notification Letters | Follow the *NAIC Annual Statement Instructions* and 31 PA Code Chapter 84b. |
|  | U | Regulatory Asset Adequacy Issues Summary | **Domestic Insurers:** In addition to Statement of Actuarial Opinion filed with the annual financial statements on or before March 1 each year, Pennsylvania requires the filing (2 copies) of a Regulatory Asset Adequacy Issues Summary (RAAIS) by March 15. Details of the RAAIS may be found under § 84b.9 (c). The RAAIS will be maintained as confidential by the Department under 40 P.S. § 65.2-A (a). The RAAIS should be sent separately from the Statement of Actuarial Opinion and clearly marked “Confidential”. Refer to note B for mailing address.**Foreign/Alien Insurers:** Please note that Foreign/Alien insurers are not required to file a RAAIS from their actuary with Pennsylvania.  |
|  | W | Resources Available from NAIC | Detailed guidance on accessing various resources available from the NAIC to assist in filing accurate statements can be found at [Accounting and Reporting Resources.](http://www.insurance.pa.gov/Companies/FilingRequire/Documents/A%20and%20R%20Related%20Resources.pdf) |
|  | X | Related Financial Statement Information | ***Listing of Reinsurers:*** The purpose of the list of Qualified Unlicensed Reinsurers is to permit insurers licensed in Pennsylvania to take reserve credits in its financial statements under 40 P.S. § 442.1. The current list can be accessed from the Department’s website by going to **Companies** (a drop down near top right), **Filing Requirements**, andthen select [Qualified Unlicensed Reinsurers.](http://www.insurance.pa.gov/Companies/FilingRequire/Pages/Qualified-Unlicensed-Reinsurers.aspx)The status of a Qualified Unlicensed Reinsurer can be confirmed by contacting:Office of Corporate and Financial Regulation1345 Strawberry SquareHarrisburg, PA 17120Phone: 717.787-3952E-Mail: ra-in-analysis@pa.gov  |
|  | Y | Audit/Internal Control Related Reports | Notes related to Section IV have been consolidated into a separate memo found under Companies (a drop down near top right), Filing Requirements, Fraternal, and then select [Audit/Internal Control Related Reports](http://www.insurance.pa.gov/Companies/FilingRequire/Documents/CPA%20Notes%20Letter.pdf). |
|  | Z | Annual Valuation Filing | Detailed guidance to assist companies that report reserve liabilities on their annual statement can be found at [Valuation Filing Instructions](http://www.insurance.pa.gov/Companies/FilingRequire/Documents/Fraternal2015VFR.pdf). |
|  | AA | Biographical Affidavits:Bio Form  | **Bios should not be filed by Foreign/Alien companies who have filed with their state of domicile.** We require all pages of the NAIC biographical affidavit to be completed. Incomplete affidavits will be considered unfiled. All bios should be updated for current officers and directors at the time any of the information changes. Bios for domestic companies must be filed in the original and kept current for Officers and Directors.For domestic companies, the Department requires original bios to be filed for all Officers and Directors listed on Jurat page:* When a new Officer or Director is named.
* When the information of any current officer and/or director changes.
* When the last bio filed with the Department is five years old.

<http://www.naic.org/documents/industry_ucaa_form11.doc><http://www.naic.org/documents/industry_ucaa_form11.pdf> |
|  | BB | Certificate of Advertising Compliance | In reference to advertising, 31 Pa. Code § 51.5 provides that each company that is required to file an annual statement shall file with the Department a Certificate of Compliance stating that the advertisements disseminated by the Company complied with or were made to comply in all respects with provisions of PA insurance laws and regulations.  The Certificate must be executed by an authorized officer of the company.  Certificates are to be sent directly to:Jeffrey Arnold, ChiefDivision of Market AnalysisPennsylvania Insurance Department1321 Strawberry SquareHarrisburg, PA 17120Phone: 717.783.0660E-Mail: jearnold@pa.gov |
|  | DD | Certificates of Compliance and Deposit | Pennsylvania does not require fraternal societies to submit a certificate of deposit or certificate of compliance. |
|  | EE | Changes in Governance | If there has been any changes made during the year in the bylaws or Articles of Incorporations of the reporting entity submit these changes to the Department addressed to:Cressinda Bybee, ChiefCompany Licensing Division1345 Strawberry SquareHarrisburg, PA 17120Phone: 717.783.2144E-Mail: cbybee@pa.govThere is a filing fee of $300 for restating or amending the Articles of Incorporation, no filing fee for changes to the bylaws. Note that amendments to the Articles of Incorporation require the prior approval of the Insurance Department (e.g. Name Change, recapitalization, etc.). Amended bylaws of domestic Insurers require prior approval of the Insurance Department pursuant to 40 P.S. §991.2422(b). **Foreign/Alien Insurers are only required to file restated or amended Articles of Incorporation. Foreign/Alien Insurers should not filed amended bylaws.**  |
|  | FF | Enterprise Risk Management Reports | Rating services are requiring insurers to submit to an Enterprise Risk Management (ERM) process as part of the review of financial strength or credit ratings. Please forward the Enterprise Risk Management Reports to the Department no later than *15 days after filing it with the rating services*. The filing should be clearly marked “Confidential”. The Department will maintain its confidentiality under 40 P.S. § 443(d) and 40 P.S. § 991.1407.  |
|  | GG | Notification of Address Changes | Whenever a company has a change in Statutory Home Office or Mailing Address a form must be completed and submitted to enable us to update our records. Please complete the Change Of Mailing Address/Contact Notification Form: <http://www.naic.org/documents/industry_ucaa_form14.pdf> and then fax or email to: Cressinda Bybee, ChiefCompany Licensing DivisionFax: 717.787.8557cbybee@pa.gov |
|  | HH | Actuarial Memorandum related to Universal Life with Secondary Guarantee Policies required under Section 8D of Actuarial Guideline 38 | Companies with in force universal life with secondary guarantees business subject to Section 8D of Actuarial Guideline 38 will submit a detailed supporting Actuarial Memorandum, including a reserve analysis, for that business pursuant to Section 8D on or before April 30, 2016 . |
|  | II | Actuarial Guideline 38 Section 8E Filings for Companies writing Universal Life Insurance Products with Secondary Guarantees, unless previously filed directly with the Department | Companies that write universal life with secondary guarantees business that has been re-priced during 2015 shall submit the following documents. When reserve “Method I” is utilized, submit an actuarial opinion and company representation for that business pursuant to Section 8E of Actuarial Guideline 38. Where reserve “Method II” is utilized, submit a report that supports compliance with the requirements of such method. Documents shall be mailed on or before March 15, 2016.  |