

**LICENSED HEALTH ENTITIES**

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

**REQUIRED FILINGS IN THE STATE OF: PENNSYLVANIA**

**Filings Made During the Year 2015**

**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. §§ 1556.1 and 1561 31 Pa. Code § 152.21, 301.81 40 P.S. § 443(a)(1) and (2) 40 Pa. C. S. A. § 6125(a) or § 6331	(4) Number Of Copies			(5) Due Date	(6) Form Source	(7) Applicable Notes ***
			Domestic		Foreign			
			State	NAIC	State			
		<b>I. NAIC FINANCIAL STATEMENTS</b>						
	1	Annual Statement (8 ½"X14")	2	EO	xxx	3/1	NAIC	I, M, O, T, U, EE
	1.1	Printed Investment Schedule detail	2	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	I, M, N, T, U, EE
		<b>II. NAIC SUPPLEMENTS</b>						
	10	Accident & Health Policy Experience Exhibit	2	EO	xxx	4/1	NAIC	
	11	Actuarial Opinion	2	EO	xxx	3/1	Company	
	12	Actuary – Appointment Notification Letter	1	N/A	N/A	See Note	Company	Q
	13	Actuary – Change Notification Letters	1	N/A	N/A	See Note	Company	R
	13.1	Analysis of Annuity Operations by Line of Business	2	N/A	xxx	4/1	NAIC	
	13.2	Analysis of Increase in Annuity Reserves During Year	2	N/A	xxx	4/1	NAIC	
	14	Health Care Exhibit (Parts 1, 2 and 3) Supplement	2	EO	xxx	4/1	NAIC	
	15	Health Care Exhibit’s Allocation Report Supplement	2	EO	xxx	4/1	NAIC	
	16	Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	
	17	Life Supplemental Data due March 1	2	EO	xxx	3/1	NAIC	S
	18	Life Supp non-guaranteed elements- Exh 5, Int #3	2	EO	xxx	3/1	Company	S
	19	Life Supp Statement on par/non-par policies – Exh 5 Int. 1&2	2	EO	xxx	3/1	Company	S
	20	Life Supplemental Data due April 1	2	EO	xxx	4/1	NAIC	S
	21	Long-term Care Experience Reporting Forms	2	EO	xxx	4/1	NAIC	
	22	Management Discussion & Analysis	2	EO	xxx	4/1	Company	
	23	Medicare Supplement Insurance Experience Exhibit	2	EO	xxx	3/1	NAIC	
	24	Medicare Part D Coverage Supplement	2	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	25	Property/Casualty Supplement due March 1	2	EO	xxx	3/1	NAIC	S
	26	Property/Casualty Supplement due April 1	2	EO	xxx	4/1	NAIC	S
	27	Risk-Based Capital Report	1	EO	xxx	3/1	NAIC	M, O
	28	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	29	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	P

(1) Check -list	(2) Line #	(3) Required Filings For Pennsylvania 40 P.S. §§ 1556.1 and 1561 31 Pa. Code § 152.21, 301.81 40 P.S. § 443(a)(1) and (2) 40 Pa. C. S. A. § 6125(a) or § 6331	(4) Number Of Copies			(5) Due Date	(6) Form Source	(7) Applicable Notes ***
			Domestic		Foreign			
			State	NAIC	State			
		<b>III. ELECTRONIC FILING REQUIREMENTS</b>						
	50	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	52	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	
	53	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	
	54	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	55	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	56	Quarterly Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	N
	57	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	N
	58	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
		<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>						
	71	Accountant's "Awareness" Letter	1	N/A	N/A	See Note	Company	V
	72	Accountant's Letter of Qualifications	2	EO	N/A	6/1	Company	V
	73	Audit Committee Designation Notification	1	N/A	N/A	4/1 See Note	Company	V
	74	Audited Financial Reports	2	EO	xxx	6/1	Company	V
	75	Audited Financial Reports Exemption Affidavit	0	N/A	N/A	See Note	Company	V
	76	Communication of Internal Control Related Matters Noted in Audit	2	N/A	N/A	8/1 See Note	Company	V
	77	Exemption from Audit Committee Requirements	1	EO	N/A	3/1 See Note	Company	V
	78	Exemption from Prohibited Non- Auditing Services	1	EO	N/A	6/1 See Note	Company	V
	79	Independent CPA (change)	1	N/A	N/A	See Note	Company	V
	80	Independent CPA (newly required to file)	1	N/A	N/A	See Note	Company	V
	81	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1 See Note	Company	V
	82	Notification of Adverse Financial Condition	2	N/A	N/A	See Note	Company	V
	83	Relief from Rotation & Cooling-Off Requirements	1	EO	N/A	3/1 See Note	Company	V
	84	Request for Exemption to File & from Other Requirements	1	N/A	N/A	See Note	Company	V
	85	Request for Extension to Filing	1	N/A	N/A	5/21	Company	V
		<b>V. STATE REQUIRED FILINGS</b>						
	101	Annual Holding Company Registration Statement	1	N/A	N/A	3/31	Company	W
	102	Biographical Affidavits	1	N/A	N/A	See Note	NAIC	X
	103	Certificate of Compliance	0	0	N/A	N/A	N/A	
	104	Changes in Governance	1	N/A	1	See Note	Company	BB
	105	Enterprise Risk Reports – Form F	1	N/A	N/A	3/31	Company	W
	106	Filings Checklist (with Column 1 completed)	0	0	xxx	See General Instructions	State	
	107	Integrated Delivery System ("IDS") Contracts	1	N/A	N/A	See Note	Company	DD
	108	Notification of Address Changes	1	0	1	See Note	NAIC	EE
	109	Premium Tax	See Note	0	See Note	See Note	State	D

(1) Check -list	(2) Line #	(3) Required Filings For Pennsylvania 40 P.S. §§ 1556.1 and 1561 31 Pa. Code § 152.21, 301.81 40 P.S. § 443(a)(1) and (2) 40 Pa. C. S. A. § 6125(a) or § 6331	(4) Number Of Copies			(5) Due Date	(6) Form Source	(7) Applicable Notes ***
			Domestic		Foreign			
			State	NAIC	State			
	110	Signed Jurat	xxx	0	1	3/1	NAIC	G, H, I, N
	111	State Filing Fees	1	0	N/A	See Note	State	C
	112	Certificate of Deposit	0	0	N/A	N/A	N/A	

\*\*\* See Notes A thru L.

**New for 2014**

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

Check the *2014 NAIC Annual Statement Instructions* as well as the *2015 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/documents/committees\\_e\\_app\\_blanks\\_adopted\\_proposals.pdf](http://www.naic.org/documents/committees_e_app_blanks_adopted_proposals.pdf)

**GENERAL INSTRUCTIONS  
PENNSYLVANIA**

**Col. Description Instructions – Health Entities**

- (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 all 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 complete quarterly filing and the .pdf files for all quarterly data.
- The *Quarterly .PDF Filing* is the .pdf file for quarterly statement data.
- The *June .PDF Filing* is the .pdf file for the Audited Financial Reports and Accountants Letter of Qualifications.

**Col. Description Instructions – Health Entities**

- (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.  
  
**FOREIGN/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) Form Source “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	Health Companies Financial Analysis Division Phone: 717.783.2142 E-Mail: <a href="mailto:ra-in-analysis@pa.gov">ra-in-analysis@pa.gov</a>		
B	Mailing Address	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State:</b> Health Companies Financial Analysis Division Pennsylvania Insurance Department 1345 Strawberry Square Harrisburg, PA 17120</td> <td style="width: 50%;"><b>NAIC:</b> NAIC Data Base 1100 Walnut Street, Suite 1500 Kansas City, MO 64106-2197 Phone: 816.783.8600</td> </tr> </table>	<b>State:</b> Health Companies Financial Analysis Division Pennsylvania Insurance Department 1345 Strawberry Square Harrisburg, PA 17120	<b>NAIC:</b> NAIC Data Base 1100 Walnut Street, Suite 1500 Kansas City, MO 64106-2197 Phone: 816.783.8600
<b>State:</b> Health Companies Financial Analysis Division Pennsylvania Insurance Department 1345 Strawberry Square Harrisburg, PA 17120	<b>NAIC:</b> NAIC Data Base 1100 Walnut Street, Suite 1500 Kansas City, MO 64106-2197 Phone: 816.783.8600			
C	Filing Fees	<p><b>IMPORTANT: YOU WILL RECEIVE AN INVOICE IN LATE MARCH FOR APPLICABLE ANNUAL STATEMENT/LICENSE RENEWAL FEES. DO NOT REMIT PAYMENT PRIOR TO RECEIVING YOUR INVOICE.</b></p> <p>There is a \$750 Annual Statement filing fee. The invoice for <b>Foreign/Alien</b> companies will include a \$100 fee for the renewal of your Certificate of Authority.</p> <p><b>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.</b></p> <p><b>To minimize returned checks, additional fees, and other problems, please take note of the following instructions:</b></p> <ol style="list-style-type: none"> <li>1. <b>Submit one check per invoice.</b> A check with an amount equal to multiple invoices will not be accepted and will be returned to the company.</li> <li>2. <b>Return entire original invoice with payment.</b></li> <li>3. <b>Send payment to the Revenue address listed on the invoice, not</b> any of the addresses on this checklist.</li> <li>4. Make checks payable to the <b>“Commonwealth of Pennsylvania.”</b></li> </ol> <p style="text-align: center;">Questions regarding the filing fees: Meghan Rhoads Office of Corporate and Financial Regulation E-Mail: <a href="mailto:merhoads@pa.gov">merhoads@pa.gov</a> Phone at 717.783.2142</p>		

## NOTES PENNSYLVANIA

**Notes A to L apply to ALL filings.**

D	Premium Tax Payments	<p><b>Do not send premium tax filing to Pennsylvania Insurance Department.</b></p> <p>Please see: <a href="http://www.revenue.pa.gov">http://www.revenue.pa.gov</a></p> <p><b>Foreign/Alien Insurers:</b> 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) 40 P.S. § 991.1410 –not to exceed \$200 per day.</p>
E	Delivery Instructions	<p>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.</p> <p><b>Foreign/Alien Insurers:</b> 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.</p>
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	<p><b>Domestic Insurers:</b> 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.</p> <p><b>Foreign/Alien Insurers:</b> A photocopy of the original signed Jurat Page is permitted.</p> <p><b>All Insurers:</b> Financial statement filings may not carry stamped facsimile signatures.</p>
H	Signature/Notarization/Certification on the Jurat Page	<p>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:</p> <ol style="list-style-type: none"> <li>1) Chief Executive Officer</li> <li>2) Chief Financial Officer</li> <li>3) Corporate Secretary</li> </ol> <ul style="list-style-type: none"> <li>• If your organization does not utilize the above titles, please contact the Financial Analysis Division in writing and explain how the positions of the individuals that sign your financial statements perform similar functions to a CEO, CFO or Secretary. Individuals performing the duties of both CFO and Secretary must sign separately under each title.</li> <li>• Appropriate notarization is required.</li> <li>• 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.</li> <li>• PA has no requirement that individuals must be listed in the “Other” category.</li> <li>• Foreign/Alien Insurers: A photocopy of the original signed Jurat Page is permitted.</li> </ul>
I	Amended Filings	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• <b>FOREIGN/ALIEN INSURERS SHOULD NOT FILE AMENDED JURAT PAGES WITH THE DEPARTMENT.</b></li> </ul>
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 <i>NAIC Annual Statement Instructions</i> .
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 <i>NAIC Annual and</i>

## NOTES PENNSYLVANIA

**Notes A to L apply to ALL filings.**

		<i>Quarter Statement Instructions.</i>
M	Vendors for Blanks	The NAIC provides a list of vendors of annual, quarterly and risk-based capital software vendors at: <a href="http://www.naic.org/industry_filing_participation_vendors.htm">http://www.naic.org/industry_filing_participation_vendors.htm</a> The Department does not endorse or promote any individual private software vendor.
N	Quarterly Filings	The due dates listed in column 5 apply to domestic companies required to file quarterly statements. <ul style="list-style-type: none"> <li>• If you filed quarterly statements in 2014 you are required to do so in 2015.</li> <li>• For those that filed internally prepared quarterly statements in 2014, you must continue to do so in 2015 unless advised that you must start filing on the Quarterly Statement Blank.</li> <li>• For those that did not file quarterly statements in 2014 be aware that your company <i>may be</i> requested, at a later date, to file 2015 quarterly filings with the Department.</li> </ul> <p><b>FOREIGN/ALIEN COMPANIES FILING WITH NAIC SHOULD NOT FILE A QUARTERLY JURAT PAGE WITH THE DEPARTMENT.</b></p>
O	Risk Based Capital Report	The following domestic insurers are automatically exempt: mono-line mortgage guaranty insurers, financial guaranty insurers, and title insurers under 40 P.S. § 221.13-A An insurer that meets <b>all</b> of the conditions listed below is exempt from the RBC filing requirements unless the Commissioner makes a specific finding requiring the filing. Companies meeting <b>all</b> of the following conditions must demonstrate how they meet all three conditions. Please attach the company's written demonstration of exemption as a supplement to the Five-Year Historical Exhibit in the Annual Statement. <ol style="list-style-type: none"> <li>1. Insurer which writes direct business only in Pennsylvania.</li> <li>2. Insurer writes direct annual premiums of less than \$10,000,000.</li> <li>3. Insurer assumes no reinsurance in excess of five percent of direct premium written except for assumed reinsurance of business directly written in Pennsylvania if the assuming insurer's total annual net written premium is less than \$10,000,000.</li> </ol> <p><b>Note: All RBC Reports are confidential pursuant to 40 P.S. § 221.12-A.</b></p>
P	Supplemental Compensation Exhibit	Part 1, Part 2 and Part 3, follow the <i>NAIC Annual Statement Instructions</i> . 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 2014: Insurers shall disclose the compensation of: <ol style="list-style-type: none"> <li>1. The chief executive officer,</li> <li>2. Up to four additional persons, regardless of amount, in the following sequence: <ol style="list-style-type: none"> <li>a. Remaining officers whose compensation is not limited to a de minimis fee for attendance at meetings of the board of directors,</li> <li>b. Non-officer employees whose compensation exceeds \$35,000 annually.</li> </ol> </li> </ol> <p>Not filing this exhibit, or filing this exhibit marked NONE is not acceptable.</p>
Q	Actuary-Appointment Notification Letter	Follow the <i>NAIC Annual Statement Instructions</i> .
R	Actuary - Change Notification Letters	Follow the <i>NAIC Annual Statement Instructions</i> .
S	Life and Property & Casualty Supplements:	Life and Property & Casualty (P&C) Supplements are to be completed by Domestic P&C or Life Companies that have elected to file on the Health blank, but have a small portion of P&C or Life business. Those companies will complete the appropriate supplement for that portion of Life or P&C. Refer to the checklist Line #'s 13.1, 13.2, 17-20, 25, & 26.
T	Resources Available from NAIC	Detailed guidance on accessing various resources available from the NAIC to assist in filing accurate statements can be found under the heading <b>Annual Statements</b> , at <a href="#">Accounting and Reporting Related Resources</a> .

## NOTES PENNSYLVANIA

### Notes A to L apply to ALL filings.

U	Related Financial Statement Information	<p style="text-align: center;">Erik J. Bunty Office of Corporate and Financial Regulation 1345 Strawberry Square Harrisburg, PA 17120 Phone: 717.346.8002 E-Mail: <a href="mailto:ebunty@pa.gov">ebunty@pa.gov</a></p>
V	Audit/Internal Control Related Reports	Notes related to Section IV have been consolidated into a separate memo found under the heading <b>Audited Financial Reports</b> , at <a href="#">Audit/Internal Control Related Reports - Notes</a> .
W	Annual & Other Holding Company Requirements	Companies subject to the Holding Company Registration Act can find forms on the Department's website at <a href="#">Holding Company Related Forms</a> .
X	<p>Biographical Affidavits:</p> <p>Company Requirements</p> <p>Holding Company Requirements</p> <p>Bio Form</p>	<p><b>Bios should not be filed by Foreign/Alien companies who have filed with their state of domicile.</b></p> <p>Bios for domestic companies and holding companies must be filed in the <u>original</u> and kept current for Officers and Directors.</p> <p>For domestic companies, the Department requires original bios to be filed for all Officers and Directors listed on Jurat page:</p> <ul style="list-style-type: none"> <li>• When a new Officer or Director is named, and</li> <li>• When the last bio filed with the Department is five years old.</li> </ul> <p>Do <b>NOT</b> file bio with Annual or Quarterly Statement filings or Supplemental filings.</p> <p>For holding companies, file an original bio for all Officers and Directors with an Annual or Amended Form B filing:</p> <ul style="list-style-type: none"> <li>• When there is a new Officer or Director, and</li> <li>• When the last bio is three years old for a given Officer or Director.</li> </ul> <p><a href="http://www.naic.org/documents/industry_ucaa_form11.doc">http://www.naic.org/documents/industry_ucaa_form11.doc</a> <a href="http://www.naic.org/documents/industry_ucaa_form11.pdf">http://www.naic.org/documents/industry_ucaa_form11.pdf</a></p>
BB	Changes in Governance	<p>If there has been any changes made during the year in the bylaws or Articles of Incorporation of the reporting entity submit these changes to the Department addressed to:</p> <p style="text-align: center;">Kim Rankin, Director Bureau of Company Licensing and Financial Analysis 1345 Strawberry Square Harrisburg, PA 17120 Phone: 717.783.6409 E-Mail: <a href="mailto:krankin@pa.gov">krankin@pa.gov</a></p> <p>There 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.).</p> <p><b>Foreign/Alien Insurers are only required to file restated or amended Articles of Incorporation. Foreign/Alien Insurers should not file amended bylaws.</b></p>
DD	IDS Contracts:	Forms & information related to IDSs can be found on the <a href="#">Health Insurers</a> page under the heading <b>Contractual Arrangements between HMOs and IDSs</b> .
EE	Notification of Address Changes	<p>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: <a href="http://www.naic.org/industry_ucaa_corp_amend.htm#section6">http://www.naic.org/industry_ucaa_corp_amend.htm#section6</a> and then fax or email to:</p> <p style="text-align: center;">Kim Rankin, Director Bureau of Company Licensing and Financial Analysis Fax: 717.787.8557 Email: <a href="mailto:krankin@pa.gov">krankin@pa.gov</a></p>