**Company or Group Name**

**Risk-Focused Examination as of December 31, 20XX**

**Kick-off Meeting**

**Month XX, 20XX; X:00AM/PM**

**Dial-In:**

**Conference ID:**

1. **Introductions**
   * Company Participants
   * PA Participants (incl Vendors representing PA)
   * Any Other States Participants (if none, delete bullet)
2. **Examination Process and Scope**

NAIC Risk-Focused Process (Phases 1 – 7) will be followed

Full-Scope Financial Exam for period of January 1, 20XX through December 31, 20XX of:

* + - List all Company Names that are under examination w/ NAIC #s

1. **Examination Expenses, Budgets, and Timeline**

Exam budgeting process (Act 41)

* Act 41 adopted during 2018 – change since prior exam
* Exam budgets to be prepared by exam segments (Phases 1 & 2, Phases 3 & 4, Phases 5, and Phases 6 & 7).

Invoicing

* Monthly invoices
* Verify Billing Contact information (name, title, phone number and email address). Only one person can be added in our system.

1. **General Exam Considerations**

Workpaper confidentiality

* + - Information provided to the exam team is given confidential treatment and strictly maintained as such (pursuant to statute—40 P.S. § 323.5(f))

Bi-weekly status meetings

* Recurring meetings to be scheduled with exam contact
* Review exam status, outstanding requests, other issues/concerns

Exam requests for information (Department Request Policy)

* + - Copy of policy provided to exam contact on MM-DD-YY
    - In general, company provided 7 days to satisfy exam requests

Findings/Issues

* + - Communicated to company at time of finding
    - Exam Team will issue a memo for each finding and request company acknowledgement

Examiner work schedule/locations

* + - Due to current impacts of COVID-19; exam team is teleworking
    - Discuss current work environment at company.

1. **Pre-Exam Survey Response**

* Discuss any material changes to information since completion/submission to the Department on MM-DD-YY.

1. **Questions**