

INFORMATION AND INSTRUCTIONS FOR REVIEW REQUIREMENT CHECKLISTS

The DOI Review Requirements Checklists are intended to aid insurers in preparing filings that comply with regulatory requirements. The checklists identify the specific standards that the DOI analysts will apply to form, advertising and rate filings to determine whether filings comply with applicable Arizona law.

- Column one of the checklist, “Review Requirements”, identifies the subject matter of the requirement.
- Column two of the checklist, “Reference”, cites the applicable legal authority for the requirement.
- Column three of the checklist, “Comments”, explains anything of particular note regarding the requirement. This may include comments on requirements which historically have often not been met.
- Column four of the checklist, “Reference – Form/Page/Para.”, requires the filer to reference the specific form, page and paragraph of a filing that satisfies the requirement.

The last page of each checklist has a “Certification” that must be signed and dated by a company officer.

All insurers are required to submit the appropriate Review Requirement Checklist with all product filings. If the appropriate checklist does not accompany the submission, the filing will be regarded as incomplete and will be returned without further review.