

TITLE 50: INSURANCE
PART 1405 CONSTRUCTION AND FILING OF LIFE INSURANCE AND ANNUITY FORMS
CHAPTER 1: DEPARTMENT OF FINANCIAL REGULATION

Section 1405.20 Illinois Guidelines For Filing and Approval of Life and Annuity Forms

Following are some general requirements which should be helpful to industry personnel involved in drafting and filing policy forms.

e) Letters of Submission

The letter of submission must be in duplicate, signed by a representative of the company authorized to submit forms for filing or approval and must contain the following information:

- 1) The letterhead of the company shall show the name of the company for whom the forms are being submitted.
- 2) The identifying form number of each form submitted.
- 3) If the form is a new one, not replacing an existing form, a statement to that effect.
- 4) If the form is intended to supersede another approved form, the form number and the approval date of the superseded form must be stated together with a statement as to any material changes.
- 5) If a company submits a form which has been previously submitted, but has not been approved, the company shall advise the Department of the date of submission or disapproval of the previously submitted form and any material changes.
- 6) If the form is other than a policy or contract, give the form number of the policy or contract form or forms with which it will be used, or, if for more general use, describe the type or group of such forms.
- 7) When a form is approved, one copy of the submission letters will be stamped "approved" and returned to the company. To expedite individual approval, the Department of Insurance (Department) encourages companies to submit separate submission letters with each form submitted.
- 8) Reference to previously approved forms shall provide date of approval of such forms.

(Source: Amended at 12 Ill. Reg. 22184, effective December 16, 1988)