

## **Filing Guidance**

### **Company Address/Name Changes For Policy Forms**

Please note that the use of all name changes on policy forms is subject to the company receiving approval of the proposed name change from the Office of General Counsel. Such use is also contingent upon the filing (and approval for domestic insurers) of the relevant amendments in the company's charter with the Office of General Counsel. In general, all submissions to the Health Bureau must advise as to the current status of the name change request.

#### ***New Business***

A. Name Change: Either of the following two options are acceptable:

##### Option #1:

- A name change endorsement is submitted for approval to the Health Bureau (Albany office) and can be used for a period not to exceed six months from the date of approval. Generally, the six month period gives insurers sufficient time to have their previously approved forms reprinted on new company paper. Requests for an extension on the six month time period are reviewed on a case by case basis.
- At the end of the six month period all policy forms amended by the endorsement need to be submitted to the Department on new company paper for approval.
- When submitting a name change endorsement a listing of all policy forms to which the endorsement will be attached must be included. The listing of forms must include a brief description of the type of policy form, the form identification number, the approval date and Department file number.
- The name change endorsement submission must include a certification signed by an officer of the company stating that the language of the policy form(s) to which this endorsement will be attached has been reviewed and is in compliance with all applicable provisions of New York Statutes and regulations.

##### Option #2:

- The previously approved policy forms are reprinted on the new company paper and are submitted for approval. (Please note that this is also required at the end of the six month period for all policy forms amended by the name change endorsement).
- The policy form submission must include a certification signed by an officer of the company stating that the language of the form(s) has been reviewed and (1) is identical to that provided in the previously approved form(s) except for the name change and if applicable any statutory or

regulatory changes and (2) is in compliance with all applicable provisions of New York statute and regulation.

- The policy form submission for the new policy forms must include a cross listing in the same format described above in item 1(c) identifying the previously approved forms that will be replaced by this new filing.
- Policy forms being submitted for approval that were not recently approved need to be reviewed and updated to reflect any changes in statutes and regulations.
- If the company needs to make any changes to the previously approved forms to bring them into compliance with statutory or regulatory changes, the forms must be highlighted or underlined to indicate the specific changes made and the submission letter must identify the changes as being made in addition to the name change.
- Since there will be a new company name on the policy forms being submitted the company can choose to retain the same form identification number as appeared on the previously approved forms.

B. Address Change:

- An informational filing only needs to be made with the Health Bureau (Albany office) advising of the new Home Office address and its effective date. The filing needs to include a listing of all previously approved policy forms that will be affected by the change. The listing must include a brief description of the type of form, the form identification number, the approval date and Department file number.

***Existing Business***

A. Name Change:

- A name change endorsement needs to be submitted for approval and sent to all in-force policy holders, contract holders or certificate holders. The submission letter must state that all in-force forms will be amended by the endorsement. It is not necessary to include a listing of all affected policy forms.
- A company may submit one name change endorsement form to be used for both new business and existing business. However, please note as described above that the use of a name change endorsement for new business is limited to a maximum six-month period.

B. Address Change:

- An endorsement setting forth the new address needs to be submitted for approval and sent to all in-force policy holders, contract holders or certificate holders. The submission letter must state that all policy forms will be amended by the endorsement. It is not necessary to include a listing of all affected policy forms.