Checklist – Instructions

The Checklists are intended to expedite the Life & Health Division's overall review time of new form filings. The Checklists serve as basic guides to assist the industry in preparation of new form filings prior to submission. The checklists are not a substitute for Departmental review. All forms must comply with state insurance law.

Checklists are NOT required to be submitted with a product filing, but when completed correctly they frequently facilitate the review process.

Checklists are available for many types of insurance. If a specific type of insurance is not included, contact the Life & Health Division at the email below for further guidance.

The right hand column of each checklist is intended to be used to provide a reference (such as a page or paragraph number) from within the insurance form where the specific regulatory item is located.

If an item is not applicable to the submission, place an N/A in the cell and provide an explanation why the item is not applicable.

Some items listed in the checklist are for informational purposes only. Place a check in the box next to the item (if applicable) to indicate compliance with the requirement.

The Checklists are in Excel format and have been password protected to prevent changes to them except within the specified cells.

If you have any questions about the checklist, contact the Life & Health Division at .
L&Hinbox@ncdoi.gov .