



# Kansas Insurance Department

Sandy Praeger, Commissioner of Insurance

---

## Bulletin 2007-9

To: All Insurance Companies Writing Property and Casualty Insurance

From: Sandy Praeger, Commissioner of Insurance

Date: November 30, 2007

Re: Paperless Filing System / Closure of Our File Room

Beginning December 10, 2007, the Property and Casualty Division will move to a paperless filing system in which all filings will be stored in SERFF. This Bulletin does not amend or alter Bulletin 2007-6. It merely addresses our procedures to have SERFF as our sole filing repository.

## Paper Filings

Insurance companies that submit paper filings to this agency will adhere to the following procedures:

1. Once the Kansas Insurance Department (“KID”) receives a paper filing, we will scan it into SERFF upon receipt. At this point in time, we will not place any size restrictions on the filings. The filing will be reviewed in the normal fashion.
2. The closing procedures for a form filing: We will request that you submit to us a complete list of the forms that have been approved for the program or line of coverage filed. This request will apply only to the first form filing you submit to this Department after the implementation of this Bulletin. The list must include the form title, form number and the edition date if used. We will then match the list with the forms you have on file with us, and will scan the forms that produce a match and upload them into SERFF. If there are forms on your list that we are unable to locate, we will follow up and request that you submit copies of these forms with our stamp of approval. This procedure will not slow down the filing process as you will receive your approval and effective dates and we will make this request at the end of the filing process.
3. The closing procedure for a rate, rule or loss cost filing: This filing process will be the same as for the forms with one important distinction. At the end of the filing process for each rate, rule or loss cost filing, we will request that you submit a complete manual if you have rules or rates that are independent of a rating or advisory bureau. The reason for this request is to ensure that a complete manual is readily available and does not have to be pieced together with many filings that may span the course of several years. This process is the same as the forms in that the request for a manual will not slow down the approval process. You will receive the approval and / or effective dates prior to our

request. The manual may be submitted in paper or on a CD ROM. If you submit the manual on a CD ROM, it must be in .pdf format. We will then upload it into SERFF.

### **SERFF Filings**

Insurance companies that submit SERFF filings will adhere to the following procedures:

1. The closing procedures for a form filing: We will request that you submit to us a complete list of the forms that have been approved for the program or line of coverage filed. This request will apply only to the first form filing you submit to this Department after the implementation of this Bulletin. The list must include the form title, form number and the edition date if used. We will then match the list with the forms you have on file with us, and will scan the forms that produce a match and upload them into SERFF. If there are forms on your list that we are unable to locate, we will follow up and request that you submit copies of these forms with our stamp of approval, or you can provide the SERFF tracking number if the forms were submitted through SERFF. This procedure will not slow down the filing process as you will receive your approval and effective dates and we will make this request at the end of the filing process.
2. The closing procedure for a rate, rule or loss cost filing: This filing process will be the same as for the forms with one important distinction. At the end of the filing process for each rate, rule or loss cost filing, we will request that you submit a complete manual if you have rules or rates that are independent of a rating or advisory bureau. The reason for this request is to ensure that a complete manual is readily available and does not have to be pieced together with many filings that may span the course of several years. This process is the same as the forms in that the request for a manual will not slow down the approval process. You will receive the approval and / or effective dates prior to our request.

If you have any questions regarding this Bulletin, please contact Jim Newins at the Kansas Insurance Department, 420 S.W. 9<sup>th</sup> Street, Topeka, KS 66612, or via telephone at (785) 296-3071.