

Universal Transmittal Document Software Etrans Version 2b Filing Requirements

Listed below is the information required to be submitted by CD ROM for Life, Accident and Health, Annuity, Credit Transmittal Document which replaces the Product Evaluation Database System (PEDS) transmittal forms effective January 1, 2006. This Universal Transmittal Document is used with filings for Health Maintenance Organizations, Limited Health Service Organizations, Voluntary Health Service Plans and traditional Life, Accident and Health form filings.

All documents are to be submitted in Adobe Acrobat PDF with a text version of the Universal Transmittal Document. The Universal Transmittal Document has click on buttons to create the text and Adobe Acrobat PDF versions built into the Etrans Version 2b for your ease of use.

These are the minimum four items to be submitted for each filing:

- 1) Cover Letter or Letter of Submission – Adobe Acrobat PDF**
- 2) Each form(s) submitted for approval in one document – Adobe Acrobat PDF.**
- 3) Universal Transmittal Document – Adobe Acrobat PDF**
- 4) Universal Transmittal Document – Text Version created within software supplied.**

Note: Additional Adobe Acrobat PDF required documents should also be included as supporting documentation for your submissions. Examples would be rates, actuarial memorandums and advertising.

For SERFF submissions requirements 3) and 4) apply and will be attached within your Component Header. Requirements 1) and 2) are submitted with your SERFF submission in the Component Headers as described in the filing requirements for Illinois.

Contact Gary Brooks for any questions regarding these new filing requirements to be used effective January 1, 2006 at: Gary_Brooks@ins.state.il.us or (217) 785-6441.