



STATE OF VERMONT
DEPARTMENT OF BANKING AND INSURANCE
MONTPELIER 05602-9974
TEL. 802-828-3301

ORIGINAL

DIVISIONS OF:
BANKING
INSURANCE
SECURITIES

Bulletin #93

July 1, 1988

Acknowledgement Of Form Filings
And Status Checks On Form Filings

The Department receives over 7,000 filings annually. The large volume of filings generates a large number of written and verbal status checks. Because the Department has limited resources to address inquiries, it has adopted the following procedural guidelines to improve the efficiency of our efforts in this area.

1. All written and verbal communications concerning a filing must include reference to both the Department's file number and the NAIC eight (8) digit company identification number.
2. Status checks should not be made within the forty-five (45) day period following submission of a form to the Department for review.
3. If a company wishes to receive acknowledgement that a filing has been received by the Department, it must include an additional stamped, self-addressed envelope. This envelope should be clearly marked with the words "Acknowledgement of Receipt".

The Department cannot respond to requests for acknowledgements or status checks unless the procedures outlined in the bulletin are satisfied.

If you have any questions concerning this bulletin you may contact Lori Scott at (802) 828-3301.


Gretchen Babcock, Commissioner