

General Filing Instructions

	Form Filing	Rate and/or Rule Filing
General Information	<p>✓ Complete all applicable fields related to the filing.</p> <p><u>Include the following:</u></p> <p>✓ An explanation of the purpose of any new forms that are being adopted.</p> <p>✓ An explanation of any changes that are being made to existing forms, including an explanation of whether the changes are broadening or narrowing coverage.</p> <p>✓ Form filings may not take effect until 30 working days after filing unless an earlier date is authorized by the Commissioner; or, pursuant to our statute's "Deemer" provision (see "Deemer Dates" information under the General Instructions tab).</p>	<p>✓ Complete all applicable fields related to the filing.</p> <p><u>Include the following:</u></p> <p>✓ The overall rate level effect of any change to rates.</p> <p>✓ A summary of any changes to your rate or rule manual.</p> <p>✓ For filings that are file and use, you must use an effective date that is on or after the date that filing is received by the Maryland Insurance Administration.</p>
Form Schedule	<ul style="list-style-type: none"> • New Forms <p>✓ Attach only one (1) PDF per line item.</p> <p>✓ Submit a separate corresponding rule filing, if applicable.</p> <ul style="list-style-type: none"> • Replacement Forms <p>✓ Attach one (1) Final copy and one (1) Mark-Up copy within the same line item.</p> <ul style="list-style-type: none"> • Withdrawn Forms <p>✓ Attach withdrawn forms (Only one PDF per line item).</p>	N/A
Rate/Rule Schedule	N/A	<p>✓ If the filing involves a rate change, complete the fields for the Company Rate Information (CRI) including the Effective Date of Last Revision.</p> <ul style="list-style-type: none"> • New <p>✓ Attach only one (1) PDF per line item.</p> <ul style="list-style-type: none"> • Replacement <p>✓ Attach one (1) Final copy and one (1) Mark-Up copy within the same line item.</p> <ul style="list-style-type: none"> • Withdrawn <p>✓ Attach withdrawn rate/rule manual page(s) (Only one PDF per line item).</p>
Supporting Documentation	<p>✓ Attach actuarial justification and any other supporting documentation, including a filing cover letter / memo, if desired. We encourage the use of an explanatory cover letter / memo for all filings.</p> <p><Please Note: Mark-Up copy should NOT be submitted under this tab.></p>	
State Specific	This tab is not currently used.	
Companies & Contact	✓ Enter the Filing Contact Information and Filing Company Information.	
Filing Fees	<p>✓ Filing fee is \$125 per form, subject to a cap of \$1,000 per filing. Please Note: The \$1,000 cap does NOT apply to Service Contracts.</p> <p>NOTE: See further instructions under the General Instructions tab, "Form Filings Submitted on Behalf of Multiple Insurers," and "Filing Fee Exemption Form."</p>	✓ Filing fee is \$125 per insurer for a rate and/or rule filing. NO cap for rate / rule filings.
Filing Correspondence	✓ Enter notes to reviewer and respond to objection letters.	