

**Instructions for Completing the National Treatment and Coordination (EX)
Working Group UCAA Agenda Item Submission Form**

UCAA proposals must be completed using the most current form and instructions. NAIC staff will compile the appropriate form and instructions, when requested.

1. Complete this form for EACH proposal. Under “Identification of Item(s) to be Changed”, include the number for the Page, Form, Paragraph or Item. Include the precise caption for each item, and the location of each item.
2. Present all attachments in a format wherein new language is underscored and deletions struck through.
3. Include the appropriate new instructions or amendments to instructions.
4. All Submission Forms and attachments must be typed originals. See the NAIC UCAA Home page Web site at <http://www.naic.org/ucaa/index.htm>, UCAA Agenda Proposal Item – Standard Submission Form, Contacts, to obtain working copies.
5. If the proposal is from another NAIC Committee, Task Force or Working Group, the contact should be a person who served on the appropriate group and who is able to respond to questions related to this proposal.
6. The Reason, Justification For and/or Benefit of Change must contain:
 - a. A concise statement of the disclosure issue addressed by the change;
 - b. The specific reason or justification for the change together with background information relating to the change.
7. The submission form must contain the anticipated effective reporting date of each proposal. The ultimate “formal” effective reporting date will be based on the timing of the adoption of the proposal and the amount of lead-time, if any, required for implementation (e.g., required changes to data capture or software requirements).
8. Submit to Jane Conard (jconard@naic.org).

The following guidelines apply. Any proposal that must be effective at the beginning of the year must be adopted no later than the NAIC Fall National Meeting for changes effective the following year.

Changes that do not conform to the time guidelines above are limited to: (a) Disclosures required in the current year by UCAA Handbook or Best Practices Handbook and (b) those items providing instructional clarification of current requirements. These proposals will modify the instructions only.