

(f) "Submission" means any request received by the office of the commissioner of insurance for approval of a single form or combination of forms.

(4) FILING PROCEDURE. (a) Each submission of forms shall include the following:

1. A properly completed insurance policy form transmittal;
2. A properly completed certificate of compliance in substantially identical format as in Appendix A;
3. A properly completed certificate of readability, if the forms are consumer insurance policies subject to s. Ins 6.07;
4. A filing letter in duplicate which contains the following information:
 - a. In the case of a form which alters a previously approved form, a description of the change;
 - b. The form number and approval date of any form superseded by the new form;
5. One copy of each form in final printed format or typed facsimile exactly as it will be offered for issuance or delivery in the state of Wisconsin except for hypothetical data and other appropriate variable material;
6. A second copy of each form, if the insurer requires an OCI stamped copy for its records;
7. A copy of the previously approved form clearly marked "for reference only" if the current form is to supercede the previously approved form; and
8. A self-addressed return envelope of sufficient size to return one copy of the materials in subd. 4. and 6. to the insurer.

(b) A submission filed by a rate service organization will be considered as filed on behalf of all affiliated insurers.

(5) ANNUAL LISTINGS — PROPERTY AND CASUALTY ONLY. (a) In 1988, each insurer shall submit a list of all forms approved in Wisconsin which provide coverage for any of the lines or classes of insurance listed in s. Ins 6.75 (2) (a), (d) to (j), and (1) to (n). In 1989 and subsequent years each insurer shall submit annually a list of all forms approved since the previous annual listing and a list of all forms superseded or withdrawn since the previous listing.

(b) Insurer groups must submit the annual listing for each insurer in the group.

(c) Annual filings of lists are due during the month shown opposite the first letter of the company name in the following schedule:

A	February	M	July
B-C	March	N-O	August
D-F	April	P-R	September
G-H	May	S-T	October
I-L	June	U-Z	November

(6) INSURER RECORDS. Each insurer shall maintain a file of all forms approved for use in Wisconsin until all exposure on the risks insured

against has terminated. The file is subject to examination and the commissioner may request that any portion of the file be available for review within ten days of a written request.

(7) **DISAPPROVAL.** The commissioner shall disapprove without further review any filing which does not include all of the items in sub. (4).

(8) **PENALTY.** Insurers violating the provisions of this rule by using unapproved forms shall be subject to the penalties in s. 601.64, Stats. Each form issued to an individual policyholder shall constitute a separate violation.

History: Cr. Register, July, 1958, No. 31, eff. 8-1-58; am. (3), Register, May, 1975, No. 233, eff. 6-1-75; emerg. am. (1), eff. 6-22-76; am. (1), Register, September, 1976, No. 249, eff. 10-1-76; r. and recr. Register, November, 1977, No. 263, eff. 12-1-77; r. and recr. (4), Register, January, 1980, No. 289, eff. 2-1-80; am. (4)(a), (b) (intro.) and 7., Register, February, 1982, No. 314, eff. 3-1-82; cr. (4) (c) and (d), Register, July, 1982, No. 319, eff. 8-1-82; r. and recr. December, 1987, No. 384, eff. 1-1-88.