

STATE OF MAINE - BUREAU OF INSURANCE
GROUP WORKERS' COMPENSATION SELF-INSURANCE AUTHORITY RENEWAL APPLICATION

1. Group name and mailing address and contact information;

Employer:

Contact Person:

tel/fax: _____

2. Renewal date: _____

e-mail: _____

Please attach separate schedules for the requested information referencing the corresponding item number.

3. Rule Chapter 250 §III (C): Remit the required annual renewal fee of \$300.00. Financial statements of group must be filed when available and accompanied by a \$100.00 Filing Fee.
4. Rule Chapter 250 §III (C)(1)(b) & Rule Chapter 250 §I (D)(4): Provide two copies of an actuarial review, final report (draft reviews are not acceptable.)
5. Rule Chapter 250 §III (C)(1)(g), Rule Chapter 250 §III (C)(1)(b), Rule Chapter 250 §I (D)(26) & Rule Chapter 250 §I (D)(12): Provide the proposed rating plan and funding schedule.
6. Rule Chapter 250 §III (C)(1)(d) & Rule Chapter 250 §III (G): Provide evidence of reinsurance for the period for which authority is being requested or a request for a waiver with justification.
7. Rule Chapter 250 §III (C)(1)(a): Provide summary loss reports for all years of self-insurance, separated by accident-year in the following format:

	Gross Incurred Amount	Total Paid Amount	Gross Reserve Amount	Total Recoveries*	Net Reserve Amount
Medical Cost					
Indemnity Cost					
Other Expenses					
Total					

*Total recoveries include amounts received or anticipated to be received from all reinsurers and subrogation. Claims older than ten years can be grouped together for reporting purposes.

9. Rule Chapter 250 §III (C)(1)(c) & Rule Chapter 250 §I (D)(15): Provide a list of the latest intrastate experience modification ratings for each member. Calculation detail is not required. This information may be prepared by a qualified third party.
10. Rule Chapter 250 §III (C)(1)(f): Provide a report describing the results of application of the group financial criteria. This report should be tailored to the group's financial criteria as approved by the Superintendent of Insurance.
11. Rule Chapter 250 §III (C)(1)(h): Provide, if applicable, acceptable evidence that any financial institution issuing an irrevocable standby letter of credit meets the requirements of Title 39-A M.R.S.A. §403 (3).
12. Insurance Bulletin 320: Provide the "Certification of Compliance with Prohibition Against Political Contributions."

GENERAL INSTRUCTIONS

Self-insurers must make a **complete** application for renewal of authorization to self-insure to the Superintendent not less than 21 days prior to the self-insurer's renewal date, except that evidence of reinsurance may be submitted up to 3 working days prior to renewal. The application will not be considered complete until all requested data has been filed. The application may be filed 60 days in advance of the renewal date to allow for a determination of completeness. In that case, the Superintendent will notify the applicant within 30 days of any deficiencies in the application.

The certificate of authority issued by the Superintendent of Insurance is a license within the definition of the Administrative Procedures Act, Title 5 M.R.S.A. The statute provides under section 10002, "When a licensee has made timely and sufficient application for renewal of a license, the existing license shall not expire until the application has been finally determined by the agency." A timely and sufficient application is one that is **complete**.

DECLARATIONS

The undersigned (hereinafter, "Applicant"), a group self-insurer comprised of employers in the State of Maine, subject to the Maine Workers' Compensation Act, hereby makes application to renew its certificate of authority to self-insurer benefits and understands that whenever any of the following events will occur the group self-insurer must notify the Superintendent 30 days prior to the occurrence of the event:

1. Coverage revenue to the group is reduced by more than 25% as a result of discontinued membership, whether by expulsion of members or otherwise, or by reduction in members' payrolls;
2. Failure to obtain renewal of reinsurance coverage consistent with the funding model applicable to the relevant fund year;
3. A change in service providers;
4. Any proposed change in the approved reinsurance program, including, but not limited to, retention or attachment point, limits of coverage, carrier, policy forms, or endorsements. Notice must also be given to the Maine Self-Insurance Guarantee Association.
5. Consolidation, merger, or combined treatment of 2 or more members as one; and
6. The addition of any participating employer or employers.

Group Name

By: _____
Authorized Individual of the Governing Body

Date: _____