

**State of Delaware Insurance Department
General Instructions Document
Personal and Commercial**

1. Filing Authority/Scope of Authority:

Filings shall have all appropriate documents attached to the components as requested. See delawareinsurance.gov for more details.

2. Filing Basis:

Delaware is a file and use state with the authority to disapprove.

3. Status in Domicile:

Approval from state of domicile is not required unless requested.

4. Fee information (if any):

Filing fees of \$50 per form, per rate, per company, per line of insurance are required. For rules and advertisements, \$50 per filing per company is required.

5. General Information:

- a. Filing Fee Form is required.
- b. Any correspondence not responded to within 30 days will be closed and fees will not be refunded.

6. Ongoing SERFF communications:

No special instructions.

7. Attachment Information for hard copy Filings:

- a. Transmittal Document completed and signed with all attachments.
- b. Delaware State Specific Form completed and signed.
- c. State Filing Fee Form must be completed and signed.
- d. Duplicate Transmittal Document for stamp and return.
- e. Two CDs that contain the entire filing submission must accompany the hard copy filing and labeled as follows:

Company Name
NAIC Number
Company Filing Reference Number

8. Contact Information:

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