



**AGENT/BROKER**

Meets with prospective or current member and starts application. Obtains signed Definition of Replacement (NY 60 101) and leaves copy with applicant.

**REPLACEMENT OF LIFE OR ANNUITY POLICY**



**NO REPLACEMENT**

**AGENT/BROKER**

- Obtains list of all policies to be replaced.

**AGENT/BROKER**

- Submits app to the Home Office with signed Definition of Replacement form (NY 60 101).

**AGENT/BROKER**

- Sends/faxes Authorization to Release information (NY 60 102) to replaced company. Obtains contact info from NYDFS website.

**HOME OFFICE**

- Retains application and Definition of Replacement.
- Underwriting approves. Policy issued.

**AGENT/BROKER**

- Submits the following to the Home Office:
  - Application.
  - Signed Definition of Replacement Form (NY 60 101). Leaves copy with applicant.
  - Signed Important Notice Form (NY 60 106). Leaves copy with applicant.
  - New business illustration if required and copies of any sales material.
  - Authorization to release information (NY 60 102).

**AGENT/BROKER**

- Obtains any delivery requirements and submits to the Home Office.

**HOME OFFICE**

- Reports policy paid and releases commissions after all delivery requirements are met. 20-day free look.

**HOME OFFICE**

- Submits application package to the Czechoslovak Society of America. A policy number is assigned and underwriting process begins. Disclosure Form (NY 60 107 for Term to Term replacement or NY 60 108) is listed as a pending UW requirement.

**AGENT/BROKER**

- Submits to the Home Office information received from the replaced company to be used for completion of the disclosure statement. If approximations necessary, a completed disclosure statement signed by agent/broker is required along with copies of materials used.

**CZECHOSLOVAK SOCIETY OF AMERICA**

- Underwriting approves. Policy print package issued with Disclosure Statement to be signed by policy owner and agent/broker (if needed).

**AGENT/BROKER**

- Not later than policy delivery, agent/broker completes Agent Statement and signs Disclosure Statement and obtains policy owner signature (along with any other delivery requirements) and submits to the Home Office.

**CZECHOSLOVAK SOCIETY OF AMERICA**

- Reports policy paid and releases commissions after all delivery requirements are met. Replacement policies have 60-day free look upon delivery.

**CZECHOSLOVAK SOCIETY OF AMERICA**

- Within 10 days of delivery, sends Notification of Replacement to replaced company and includes disclosure statement and illustrations/sales materials.

**CZECHOSLOVAK SOCIETY OF AMERICA**

- Submits a report annually to the Superintendent of Insurance, indicating insurers which have failed to provide information to complete the disclosure form.