

Subsidiary, Controlled and Affiliated Entities (SCA) Filing Procedures – Filing a Sub-1 Form

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Note to filer: Per the *Purposes and Procedures Manual of the NAIC Investment Analysis Office* (P&P Manual), Subsidiary, Controlled and Affiliated Entities (SCAs) are required to be filed. A Sub-1 form is required to be filed within 30 days of the acquisition or formation of the investment. A Sub-2 form is required to be filed annually for any existing investment, by June 30th of the next calendar year. Prior to September 5, 2016, these filings were completed in ISIS. After September 5, 2016, they will be completed in VISION. These filing instructions help navigate filings through VISION. For additional information, please contact th391 e

1. Accessing VISION to File an SCA

A. Log on to the filing website <https://vision.naic.org>.

1. If you need a User ID and Password, contact the NAIC Help Desk at 816-783-8500 or via email at securitiessupport@naic.org. All first-time VISION users will need a User ID.
2. Click on the “SCA Filings” tab.



- a. The “SCA Filings” tab details all prior SCA filings and/or initiates a Sub-1 filing.

2. Filing a Sub-1 Form (Initial Filing)

A. From the “SCA Filings” screen, select “Initiate Sub-1.”



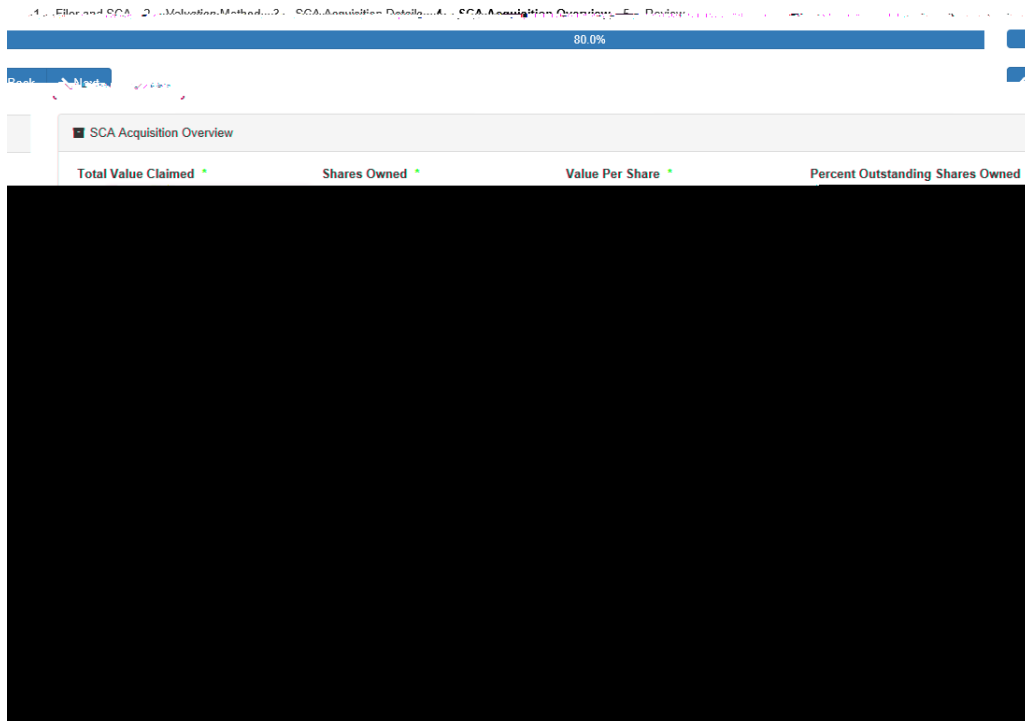
B. Follow the filing wizard:

1. **Filer and SCA Tab** – Select insurance reporting entity and identify which SCA you are filing.
 - a. **Select Filer** – If you file for multiple companies, choose the correct Insurance Reporting Entity.
 - b. **Find Issue** – Enter the SCA’s CUSIP and select “Find.”
 - i. If you do not have a valid CUSIP or PPN, contact CUSIP Global Services at 212-438-6500 or via email at cusip_ppn@cusip.com. This is a requirement to file an SCA.

- c. **SCA Name** – Enter the legal name of the SCA.
- d. **Filing Year** – Enter the **t**

- b. Subsequent questions are tailored based on SCA Type:
 - i. **8(a) – Market Value**
 - (a) **Discount percentage:** Sliding scale discount based on ownership percentage
(See Appendix C of SSAP No. 97)
 - ii. **8b(i) – U.S. Insurance SCA Entities – (Must be licensed insurance entity)**
 - (a) **Stock Type** – Common or preferred stock ownership

- i. **Analyst Name / Phone Number / Email** – Name and contact information of individual who prepared the filing in case SCA reviewer has questions
- j. **Comments** – Available for additional information for reviewing the SCA



5. **Review Tab**

- a. Review all fields of the SCA to ensure they are filed correctly.

IMPORTANT NOTES:

If something is not filled out correctly, select “Back” and update!

Once selecting “Prepare SCA Filing,” you WILL NOT be able to make any changes!

***DONOT** select Cancel at any point during the filing process - This will discard your filing!*

- b. When finished reviewing, select “Prepare SCA Filing.”



6. **SCA Filing Detail Tab – Shows all the filing detail and attach supporting documents.**

a. To attach a document:

Select “Edit” under Supporting Documents.

Select “Attachments” to choose the file you want to add.

If you have a document to add that is not listed, select “+ Add.”

Find your document and upload.

When finished uploading documents, select “Save” under Supporting Documents.

b. Required Sub-1 Documents:

SCA Sub-1 Acquisition Overview – Always required for Sub-1 - “*”

c. Other Required Documents:

Required depending on answers to questions:

(a) SCA Goodwill Worksheet – If positive or negative goodwill

(b) SCA Elimination Worksheet – If “Yes” to the Reciprocal Ownership

(c) SCA Stat. Adjustment Worksheet – If “Yes” to Consolidated

Note: If applicable, these are required, but there will not be a “”.*

d. Worksheets and other SCA documents available:

http://www.naic.org/sca_subsidary_controlled_affiliated.htm

After attaching all required documents - Select “Submit” to finalize Sub-1 filing.

After Submitting – You Have Completed the Sub-1 Filing!