



## CALIFORNIA DEPARTMENT OF INSURANCE 2014 GOVERNING BOARD DIVERSITY SURVEY

### INSTRUCTIONS

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#### **THRESHOLD**

All admitted insurance companies with written premium of \$100 million or more in California for 2013 meet the threshold to submit the 2014 Governing Board Diversity Survey. If a company disputes that it meets the threshold, please contact Insurance Diversity Initiative staff (information below).

#### **DUE DATES**

- **June 19:** Acknowledgement Form due and last day to request for an extension.
- **August 12:** 2014 Governing Board Diversity Survey and Affidavit Form due.

#### **REPORTING OPTIONS**

All insurance companies that meet the threshold are required to complete and submit a report. This reporting requirement can be satisfied by either: 1) submitting a report by individual company; or 2) submitting a report by *group*. Group submissions must list all the companies that meet the threshold and each company must complete an individual **Addendum A** that must be included with the group submission.

**BY INDIVIDUAL COMPANY:** If submitting a report by individual company, enter the **Company Name** and **Company NAIC Number** in the corresponding box, and complete Part 1 *only*. Please check the box indicating that the report is an individual company submission.

**BY GROUP:** If submitting a report by *group*, please enter the **Group Name** and **Group NAIC Number** in the corresponding box, and complete Part 1, Part 2, and attach all Addendum A. Please note that Addendum A must be submitted for each company within the group. Please check the box indicating that the report is a group report. Please **DO NOT** include Company Name and NAIC Number in the box designated for individual company submissions.

#### **ADDITIONAL INSTRUCTIONS**

*Question 1:* Enter the name of the public, United States-based Board of Directors that represents the ultimate controlling party of the insurance group. Provide the full name of the entity, do not abbreviate.

- *Public* – Referring to the directors who are elected to represent and are legally obligated as fiduciaries to represent the interests of the owners of the publicly held company.
- *United States based* – Referring to the directors who live and work in the United States.
- *Ultimate controlling party of the insurance group* – Referring to the top entity that controls and oversees the insurance group.

#### **REPORT STATUS**

Please remember to respond to all questions with complete answers. All company reports and report status will be posted on the Department of Insurance website by October 1, 2014. Failure to submit a complete report or submit a report by the due date will be noted.

**NOTE:** Space has been provided for questions that require longer responses. If extra space is needed for any of the responses, use additional pages and label each response with the question to which it corresponds.

#### **INSURANCE DIVERSITY INITIATIVE – STAFF CONTACT**

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