

## Continuing care provider

### Instructions for preparation of CCP disclosure statement for filing with TDI

**These guidelines do not supersede any law or regulation. They are not intended to be all inclusive, and additional documentation may be requested.**

#### Guidelines

1. **Texas Department of Insurance Rules.** Before preparing a disclosure statement, refer to the CCP rules, 28 Texas Administrative Code Sections 33.301-33.308 for substantive requirements.
2. **CCP Form #6 – Format for disclosure statement (FIN388).** Use this format for preparation of the disclosure statement. Repeat the text of each subsection of the form and then provide the response. A response may be supplied by reference to a specific named attachment. If any item is inapplicable or the response is in the negative, you must include a statement to that effect in the place for the response.
3. **Paper size.** The disclosure statement and any attachments, including standard contracts, should be prepared on paper 8.5" x 11" in size.
4. **Cover page.** The cover page must state, in a prominent location and in boldfaced type, the date of the disclosure statement, and must include a statement that the delivery of the disclosure statement to a contracting party before the execution of a contract for the provision of continuing care is required by the Act but that the disclosure statement has not been approved by any government agency or representative to ensure accuracy of the enclosed information. See cover page of CCP Form #6 (FIN388) for illustration.
5. **Date of statement.** For proper dating of the disclosure statement, refer to Section 33.305 of the CCP rules.
6. **Index.** The disclosure statement must include an index, reference page, or table of contents as illustrated in CCP Form No. 6 (FIN388).
7. **Page numbering.** Each page must be numbered at the bottom. If a page on file is replaced during the commissioner's review of the statement for completeness or any other time, the new page must have the same number and show a revision date. If two or more pages replace one page, use sub-numbers of the original page number. Example: former Page 4 replaced by new pages 4.1, 4.2, 4.3, etc.
8. **Filings.** Email a copy of the disclosure statement, a copy of the check, and a copy of the fee transmittal form in PDF format to [FAFilings@tdi.texas.gov](mailto:FAFilings@tdi.texas.gov). Maximum email size is 35MB (35000 KB). Include a table of contents with each section of the disclosure statement contained in separate PDF files. Please ensure the name of the electronic file conforms to the following standard:

CompanyType-DocType-FilingYear-CompanyName.pdf (example: CCP-DS-2016-ABC Life Ins Co.pdf)

Doc Types: DS=Disclosure Statement, AR=Actuarial Review, Corr=Cover Letter, etc. FilingYear is the Statement Filing Year (not the calendar year in which the document is filed).

9. **Original Signatures.** All signatures on or attached to the original disclosure statement must be original signatures. This includes signatures of certified public accountants or qualified actuaries on certified financial statements or other certified reports. The signatures on copies of the disclosure statement do not have to be original.
10. **Financial Statements.** Each page of a financial statement in the disclosure statement must note in boldfaced type whether or not it is audited. Refer to Section 33.306 for substantive requirements concerning financial statements, studies, or forecasts and Section 33.505(e) relating to the type of financial statements to be included. Each financial document must be submitted electronically in PDF format.
11. **Promotional Material.** If you include any promotional material that is not specifically required in the disclosure statement, you must place it at the end of the required material but before any attachments or exhibits.