**LIST AND FILE LOCATION OF APPROVED CONTRACT FORMS**

 [Name of Company]

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| **Name of Request[[1]](#footnote-1)** | **Date of Initial Submission[[2]](#footnote-2)** | **Folder Name[[3]](#footnote-3)** | **File Name/s[[4]](#footnote-4)** | **Name and Email Address of the Responsible Officer** |
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1. As indicated in the Subject of the Transmittal Letter submitted to IC [↑](#footnote-ref-1)
2. Date the request was initially uploaded in the portal. [↑](#footnote-ref-2)
3. Name of the sub-folder in the Actuarial Division’s Online Product Submission Portal. If the files are located in more than one sub-folder, indicate all folder names in the same row. Companies may embed the link of the file location for easy reference. *For specimen copies submitted through email, indicate only the date the email was sent.* [↑](#footnote-ref-3)
4. Must be the latest version of the file as approved by IC. If the files are located in more than one sub-folder, indicate the name of the sub-folder for each file. [↑](#footnote-ref-4)