Instructions for Completing, Saving, Submitting & Digitally Signing AIG Programs Product Development Request Form "PDRF"

I. Overview of PDRF

AIG Programs is committed to establishing and maintaining a framework that assures all new Products and existing Product enhancements are developed and approved adhering to a disciplined and consistent process before they are offered and that factors in: 1) customer needs; 2) legal and regulatory requirements; 3) AIG and AIG Property Casualty policies; and 4) internal business needs and strategies.

The AIG Global Specialty Product Development Policy:

- Aligns with the **AIG Product Development Policy** which can be found here.
- Adopts the following definitions from the **AIG Product Development Policy**:
  - **Breakthrough Products** are new products where the coverage has not been offered by **AIG** before, or revised existing products, where those revisions materially change the fundamental risk characteristics of the original product.
  - **Incremental Products** are revisions to an existing product, that do not materially change the fundamental risk characteristics of the original, or existing products that are being offered in a new geographic area for the first time.

II. Usage of Document

This document is intended for AIG Programs Division. The purpose of this document is to provide detailed instructions on:

1. How to complete a **PDRF**
2. How to save a **PDRF**
3. How to submit a **PDRF** to the Product Development Team
4. How to digitally sign a **PDRF**

This form has been created in Adobe Reader Extended Version so that everyone, whether working on the network or remotely, is able to save, print and sign, and submit. If you are having any issues or questions regarding these instructions, please contact a member of the Programs Division Product Development Team.

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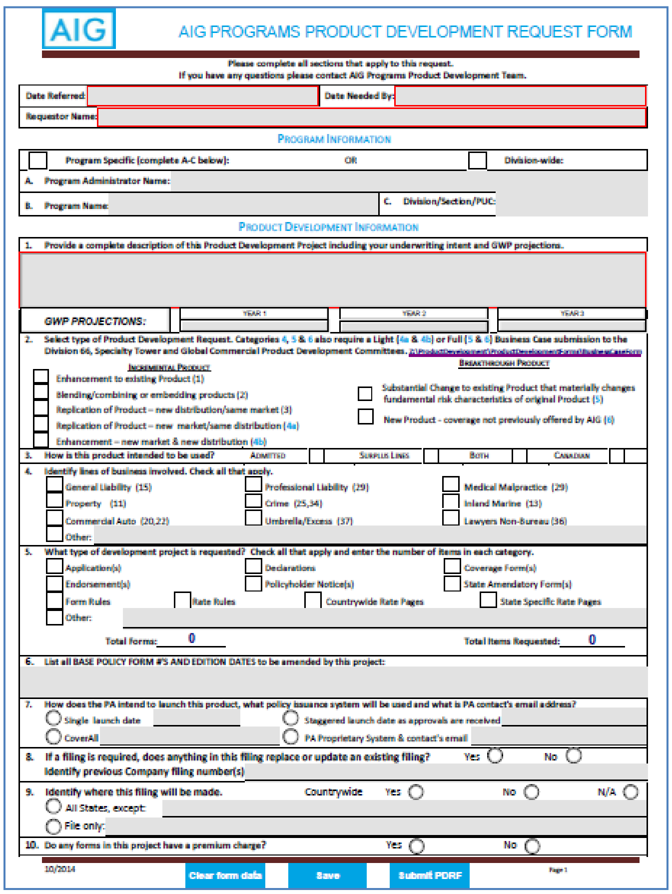
III. How to Complete a PDRF Document

The PDRF template is a two page pdf document located on the "z" shared drive at:
Z:\Product Development\Product Development Forms


AIG PROGRAMS PRODUCT DEVELOPMENT REQUEST FORM

Please complete all sections that apply to this request.
If you have any questions please contact AIG Programs Product Development Team.

Date Referred: Date Needed By:
Requestor Name:

PROGRAM INFORMATION

Program Specific (complete A-C below): OR Division-wide:
A. Program Administrator Name:
B. Program Name: C. Division/Section/PUC:

PRODUCT DEVELOPMENT INFORMATION

1. Provide a complete description of this Product Development Project including your underwriting intent and GWP projections.

GWP PROJECTIONS: YEAR 1 YEAR 2 YEAR 3

2. Select type of Product Development Request. Categories 4, 5 & 6 also require a Light (4a & 4b) or Full (5 & 6) Business Case submission to the Division 66, Specialty Tower and Global Commercial Product Development Committees.

INCREMENTAL PRODUCT
Enhancement to existing Product (1)
Blending/combining or embedding products (2)
Replication of Product – new distribution/same market (3)
Replication of Product – new market/same distribution (4a)
Enhancement – new market & new distribution (4b)

BREAKTHROUGH PRODUCT
Substantial Change to existing Product that materially changes fundamental risk characteristics of original Product (5)
New Product - coverage not previously offered by AIG (6)

3. How is this product intended to be used? ADMITTED SURPLUS LINES BOTH CANADIAN

4. Identify lines of business involved. Check all that apply.
General Liability (15) Professional Liability (29) Medical Malpractice (29)
Property (11) Crime (25,34) Inland Marine (13)
Commercial Auto (20,22) Umbrella/Excess (37) Lawyers Non-Bureau (36)
Other:

5. What type of development project is requested? Check all that apply and enter the number of items in each category.
Application(s) Declarations Coverage Form(s)
Endorsement(s) Policyholder Notice(s) State Amendatory Form(s)
Form Rules Rate Rules Countrywide Rate Pages State Specific Rate Pages
Other:
Total Forms: 0 Total Items Requested: 0

6. List all BASE POLICY FORM #'S AND EDITION DATES to be amended by this project:

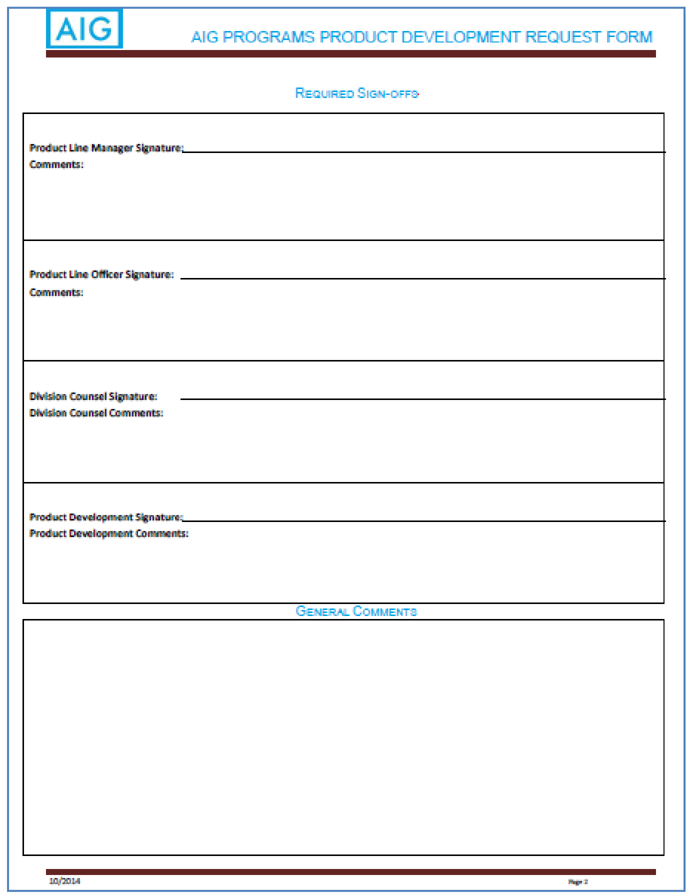
7. How does the PA intend to launch this product, what policy issuance system will be used and what is PA contact's email address?
Single launch date Staggered launch date as approvals are received
CoverAll PA Proprietary System & contact's email

8. If a filing is required, does anything in this filing replace or update an existing filing? Yes No
Identify previous Company filing number(s)

9. Identify where this filing will be made. Countrywide Yes No N/A
All States, except:
File only:

10. Do any forms in this project have a premium charge? Yes No

10/2014 Clear form data Save Submit PDRF Page 1


AIG PROGRAMS PRODUCT DEVELOPMENT REQUEST FORM

REQUIRED SIGN-OFFS

Product Line Manager Signature:
Comments:

Product Line Officer Signature:
Comments:

Division Counsel Signature:
Division Counsel Comments:

Product Development Signature:
Product Development Comments:

GENERAL COMMENTS

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Instructions for Completing, Saving, Submitting & Digitally Signing AIG Programs Product Development Request Form “PDRF”

1. Click to open the **PDRF**
2. Complete the section titled **Program Information**
3. Complete the section titled **Product Development Information**

    1) Provide a complete description of Product Development Request including GWP projections. This free form text area is one of the required sections bordered in red that must be completed in order to submit the **PDRF** to Product Development. The font for this field is automatically sized to fit the space and will become smaller as more text is added to the space. If the font becomes too small however, utilize the **General Comments** space on page 2.
    2) Select type of Product Development Request

       Please note that Categories 4, 5 & 6 also require a Light (4a & 4b) or Full (5 & 6) Business Case submission to the Division 66, Specialty Tower and Global Commercial Product Development Committees. When those Categories are selected, a new window will open in Word with the Business Case form. If the new window does not open automatically, you will find the Business Case form, attached as Exhibit 1, saved to the shared drive at Z:\Product Development\ Product Development Forms\Business Case form.
    3) Select how this product will be used.
    4) Check all lines of business involved in the project.
    5) Check all types of projects requested. When a category is checked, a line will appear where you must type in the number of forms or items in each category. The **PDRF** will automatically total the number of forms and items requested.
    6) List all the base policy form numbers and edition dates involving the lines of business selected in item number 4 that pertain to the project. The font for this field is automatically sized to fit the space and will become smaller as more text is added to the space. If the font becomes too small however, utilize the **General Comments** space on page 2.
    7) Indicate how the PA intends to launch this product and what policy issuance system will be used? If a Proprietary System will be used, indicate the PA Contact’s Email for delivering the forms.
    8) Indicate if a filing is required, if anything will replace or update an existing filing, and identify any previous Company filing numbers.
    9) If a filing is required, identify where the filing will be made. If no filing is required select N/A.
    10) Indicate whether any forms in this project have a premium charge.

4. When the **Product Development Information** section is complete, you are ready to refer the **PDRF** for approval to the appropriate PLM and PLO and should complete the top section of the **PDRF**, specifically: the Date Referred, the Date Needed By, and the Requestor’s Name. All three items in this section are required sections, bordered in red, that must be completed in order to submit the **PDRF** to Product Development.

5. There are 3 button commands at the bottom of page 1:

1) **Clear form data**
If you make a mistake, or simply want to start over, clearing the form will remove **all** the data you have typed in so you can begin again.

2) **Save**
At any point of completion you may save the **PDRF** to **your documents folder**, however in order to submit the **PDRF**, you must fill in the previously mentioned 4 required fields bordered in red. If you have not completed all the form fields because you are not ready to submit the **PDRF**, but have completed some of the information, remember to save it. You can always make changes before submitting the final **PDRF** to Product Development. Please save your completed **PDRF** document to **your documents folder,** using the PA Tickers and Program Names found in Exhibit 2 (excerpted from the Master Program Summary distributed by Lon Levy) as follows:

PDRF-PA TICKER-PROGRAM NAME-DATE SAVED

PDRF-NSM-MICROBREW&WINERY-10-23-14

If you are revising the original **PDRF** and have included new information or submitted additional forms, indicate the changes you are making in the **General Comments** section on page 2 and save your **PDRF** as follows, just changing the date in the file name:

PDRF-PA TICKER-PROGRAM NAME-NEW DATE SAVED

PDRF-NSM-MICROBREW&WINERY-10-31-14

If you are submitting a Divisional PDRF that is not Program Specific, save as follows:

PDRF- DIV- PRODUCT LINE - REQUEST TITLE - DATE SAVED

PDRF- DIV- PROP-FLOOD&EQ LIMIT ENDT-11-10-14

By following these instructions, we will recognize revised **PDRFs** and be able to track changes to the original request.

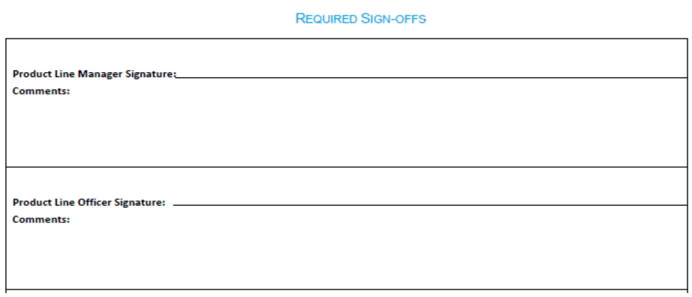
3) **Submit PDRF**

When the **PDRF** is complete it must be signed off by the responsible PLM and PLO. All **PDRFs** submitted to Product Development must be digitally signed. If there are two PLMs or two PLOs reviewing the request, both should sign. The form provides space for up to two signatures on each line. Instructions for adding a digital signature follow.

Once these **Required Sign-Offs** have been added, the **PDRF** is ready to submit to Product Development. Clicking the Submit button will open a new email with the **PDRF** attached which you should submit to the Programs Product Development Team Email Address. ***Please include a forms list and attach draft forms, preferably in Word versions, to your PDRF email submission.***

IV. How To Digitally Sign the PDRF

1. Click the appropriate signature box


REQUIRED SIGN-OFFS

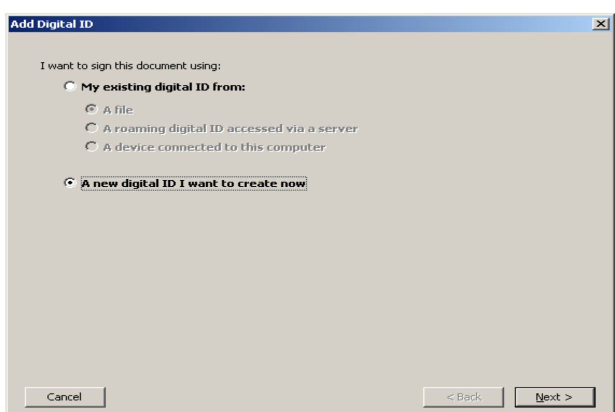
Product Line Manager Signature: ______

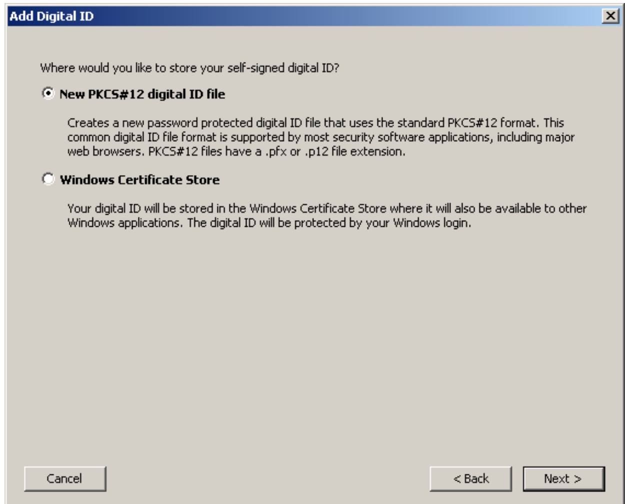
Comments:

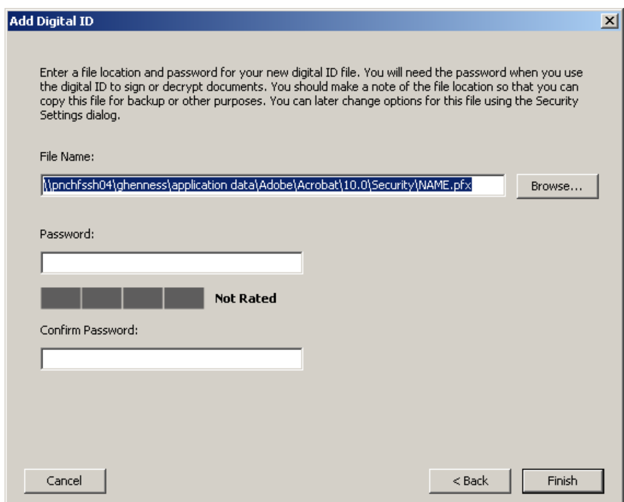
Product Line Officer Signature: ______

Comments:

2. Select to sign using an existing digital ID or create a new digital ID, complete the requested information and create a password for your digital signature:

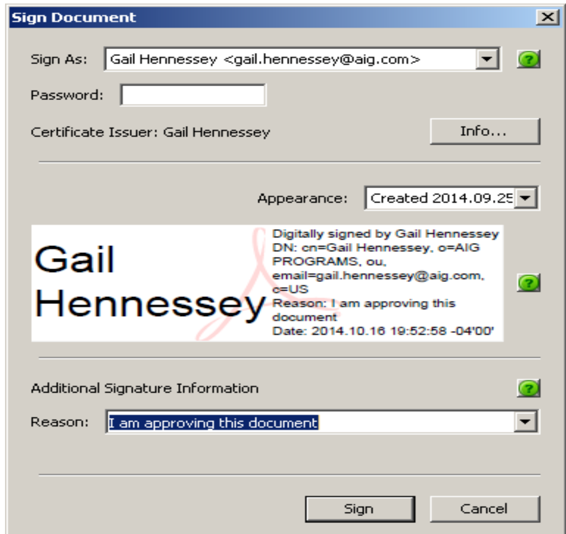






3. Confirm you are digitally signing the document, type your password and select the appropriate reason for your signature to complete:

    i. I am the author of this document
    ii. I have reviewed this document
    iii. I am approving this document
    iv. I attest to the accuracy and integrity of this document
    v. I agree to the terms defined by the placement of my signature on this document
    vi. I agree to specified portions of this document



4. One or two digital signatures may be added per signature line in various formats and might appear as follows. You may also enter your comments in the space provided.

REQUIRED SIGN-OFFS

Product Line Manager Signature: Gail Hennessey
Digitally signed by Gail Hennessey
DN: cn=Gail Hennessey, o=AIG PROGRAMS, ou, email=gail.hennessey@aig.com, c=US
Reason: I am approving this document
Date: 2014.11.05 12:08:08 -05'00'

Digitally signed by Gail Hennessey
DN: cn=Gail Hennessey, o=AIG PROGRAMS, ou, email=gail.hennessey@aig.com, c=US
Reason: I agree to specified portions of this document
Date: 2014.11.05 12:10:11 -05'00'

Comments:

PLM#1-I approve this request to file ehancement forms for the program.

PLM#2-I reviewed and approve only the liability forms that are part of this enhancement filing.

EXHIBIT 1

PROGRAMS PRODUCT DEVELOPMENT

BUSINESS CASE FORM

EXHIBIT 2

PROGRAMS PRODUCT DEVELOPMENT

MASTER LIST
PROGRAM TICKERS & PROGRAM NAMES