

## 2009 Summary of Requests for Guidance

The ABCD members responded to 46 requests for guidance during 2009. While detailed information cannot be released about any of these RFGs, the table below provides a summary of the major issues involved in these requests. Note that many RFGs involve more than one issue.

	Issue	Number
<b>General</b>	When should I treat a personal conversation as confidential?	1
	What should I do when others' assumptions affect results?	1
	What makes an opinion "qualified"?	1
	How can I do "best practice" work?	1
	Does the ABCD make legal determinations?	1
	What should actuarial students do to avoid unprofessional actions?	1
	When is an error material?	1
	If a report is not signed by an actuary but an actuary prepared it, is it an "actuarial opinion"?	1
<b>Precept 1</b>	When is a failure to reveal known information dishonest?	3
	What are unreasonable assumptions?	1
	Is it permissible to use unreasonable assumptions if I caveat them?	4
	How do I caveat an opinion for data problems?	1
	Must a mistake be corrected if the impact was immaterial?	1
	How should I resolve an error in my own work?	1
	How can I ensure compliance with legal requirements?	2
	What should I do when others may act dishonestly?	1
	What should I do if I find my designation has inadvertently lapsed through nonpayment of dues?	1
<b>Precept 2</b>	When is an actuary qualified? How do I determine if an actuary is qualified?	6
	What do I do when my continuing education is short?	1
	Is qualification to review work different than qualification to do the work?	1
<b>Precept 3</b>	How much documentation is necessary in a report? How do I document sources of assumptions, or prescribed assumptions, or select reasonable assumptions? When is it appropriate to use "safe harbor" assumptions?	7

	What should I do about an inadvertent error in following an ASOP?	1
	When can I deviate from an ASOP?	1
	What are the documentation requirements in ASOP 41?	1
	When should I restate prior incorrect results?	1
	When is an opinion an “Actuarial Opinion”?	1
	How can I be sure I have followed all applicable ASOPs?	1
	How to provide asset adequacy testing for a small company?	1
	How do I proceed when an actuarial opinion is rejected?	1
<b>Precept 4</b>	How do I proceed when an actuarial opinion is rejected?. . . that work is not acceptable?	2
	How do I communicate with a client?	1
	How do I communicate appropriate informations?	1
<b>Precept 5</b>	Who is the Principal?	1
<b>Precept 6</b>	none	0
<b>Precept 7</b>	How do I determine if there is a conflict of interest?	1
	How much information must I provide at no charge?	1
<b>Precept 8</b>	How can I ensure my work product is not misused?	4
	How do I deal with a client’s possible illegal act?	2
	How do I correct a prior inadvertent error?	1
	How do I prevent another firm from copying my work?	1
<b>Precept 9</b>	When is information confidential?	1
<b>Precept 10</b>	How much detail must I provide to reviewer of work?	1
	How must I cooperate appropriately with a successor actuary?	1
	What information is proprietary?	1
<b>Precept 11</b>	none	0
<b>Precept 12</b>	none	0
<b>Precept 13</b>	Should I file a complaint? How do I file a complaint?	8
	When should I discuss a possible violation with the other actuary?	1
	When is a possible violation considered resolved?	1
	How can I determine the materiality or illegality of actions?	1
<b>Precept 14</b>	none	0
	<b>Total issues considered</b>	<b>76</b>