TITLE COMPANIES

COMPANY NAME: _____ **NAIC Company Code:**_____

Contact: _____**Telephone:** _____

REQUIRED FILINGS IN THE STATE OF: _____ **Filings Made During the Year 2016**

(1) Checklist	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES* Domestic State	Domestic NAIC	Foreign State	(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 ½" x 14")	3+CD	EO		3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E27)	1+CD	EO		3/1	NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")	2+CD	EO		5/15, 8/15, 11/15	NAIC	
		II. NAIC SUPPLEMENTS						
	11	Actuarial Opinion	3+CD	EO		3/1	Company	
	12	Investment Risk Interrogatories	1+CD	EO		4/1	NAIC	
	13	Management Discussion & Analysis	1+CD	EO		4/1	Company	
	14	Schedule SIS	1+CD	N/A		3/1	NAIC	
	15	Supplemental Compensation Exhibit	1	N/A		3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	1+CD	N/A		4/1	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS						
	60	Annual Statement Electronic Filing	xxx	EO		3/1	NAIC	
	61	March .PDF Filing	xxx	EO		3/1	NAIC	
	62	Supplemental Electronic Filing	xxx	EO		4/1	NAIC	
	63	Supplemental .PDF Filing	xxx	EO		4/1	NAIC	
	64	Quarterly Statement Electronic Filing	xxx	EO		5/15, 8/15, 11/15	NAIC	
	65	Quarterly .PDF Filing	xxx	EO		5/15, 8/15, 11/15	NAIC	
	66	June .PDF Filing	xxx	EO		6/1	NAIC	
		IV. AUDIT/INTERNAL CONTROL RELATED REPORTS						
	81	Accountants Letter of Qualifications	1	EO		6/1	Company	
	82	Audited Financial Reports	1+CD	EO		6/1	Company	R
	83	Audited Financial Reports Exemption Affidavit	1	N/A			Company	
	84	Communication of Internal Control Related Matters Noted in Audit	1	N/A		8/1	Company	
	85	Independent CPA (change)	1	N/A			Company	P
	86	Management's Report of Internal Control Over Financial Reporting	1	N/A		8/1	Company	
	87	Notification of Adverse Financial Condition	1	N/A			Company	
	88	Request for Exemption to File	1	N/A			Company	
	89	Relief from the five-year rotation requirement for lead audit partner	1	EO		3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA	1	EO		3/1	Company	
	91	Relief from the Requirements for Audit Committees	1	EO		3/1	Company	
		V. STATE REQUIRED FILINGS* **						
	101	Premium Tax: DO NOT send with Annual Statement filing.		0			State	D & T
	102	State Filing Fees (Included with Premium Tax report.): DO NOT send with Annual Statement filing.		0			State	C & S
	103	Signed Jurat (Refer to Line 1)	Line 1	0			NAIC	
	104	Regulation 303	EO	0		5/1	State	U
	105	Form B & C – Insurance Holding Company Annual Registration Statement	1+CD	0		6/1	State	X
	106	Form F – Holding Company Model Act	1+CD	0		6/1	State	Y

***If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).**

****If Form Source is NAIC, the form should be obtained from the appropriate vendor.**

*****For those states that have adopted the NAIC updated Holding Company Model Act, a Form F Filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL:** http://www.naic.org/public_lead_state_report.htm

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	ANNUAL STATEMENT: Michelle Donnell, BERG@state.de.us, (302) 674-7330 PREMIUM TAXES: DOI_Tax@state.de.us or (302) 674-7383
B	Mailing Address:	ATTN: BERG, 841 Silver Lake Boulevard, Dover, DE 19904
C	Mailing Address for Filing Fees:	Fees are included in the calculation of premium taxes. **DO NOT send the fee payment with the Annual Statement.**
D	Mailing Address for Premium Tax Payments:	All companies are encouraged to use OPTins to file Premium Taxes and fees electronically. Website: https://login.optins.org/optins-static/index.html or call (816)783-8990. If not using OPTins, use mailing address in Note B above. **DO NOT include Premium Tax forms & payment in the annual statement package.**
E	Delivery Instructions:	**Physically in office on or before due date at address in Note B.** If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
F	Late Filings:	May be subject to a $100/day (per company) administrative penalty for late or incomplete filing per 18 Del. C. §526a. **Company's license may be suspended if the annual statement is received more than 30 days late.**
G	Original Signatures:	Required on all domestic and foreign.
H	Signature/Notarization/Certification:	OFFICERS TO SIGN: President, Treasurer & Secretary
I	Amended Filings:	File within 10 days of amendment with explanation for the original filing and same should be followed for any amendment.
J	Exceptions from normal filings:	**DOMESTIC:** Apply at least 30 days prior to due date with written explanation. **FOREIGN:** Apply 10 days prior to due date (received).
K	Bar Codes (State or NAIC):	NAIC Annual Statement Instructions (ASI). **INABILITY TO READ BARCODE:** Document is considered not received.
L	Signed Jurat:	Signatures are required on all Jurat pages submitted. FOREIGN: Email PDF of signed Jurat page to DOI_AnnualStatement@state.de.us. **Foreign companies are not required to file Quarterly Statements.**
M	NONE Filings:	NAIC ASI for Supplemental Interrogatories. Exceptions to these instructions are noted on the form.
N	Filings new, discontinued or modified materially since last year:	**No longer required:** Certificate of Deposit, Certificate of Valuation & Certificate of Compliance.
P	Designation of CPA:	Send if information changes.
Q	Combined Statements:	Send if requested.
R	Audited Financial Report & Risk Based Capital Report:	FOREIGN: Send if requested.
S	Statement Filing Fees:	Attach to Premium Tax report.
T	Premium Tax report and payment:	Includes statement filing fees.
U	Regulation 303	Pursuant to 18 Del. C. §526a and Regulation 303, **licensed Title and Property & Casualty companies** are obligated to file with the Department of Insurance on or before May 1, data based on premium levels. The premium levels may be found on the department's website after April 1. An Affidavit of Exemption is required to be filed by May 1 if direct premiums earned are less than the levels listed. **Refer to Bulletin 81 for filing instructions.**
V	CD Rom in .pdf format must contain the following information: • Complete Company Name • NAIC Number • Filing Period • Listing of Documents Included	**PENALTY:** A fine of $100.00 per day for late or improperly submitted statement filings.
X	Form B & C - Insurance Holding Company System Annual Registration Statement	**FEE:** $50.00 per Holding Company Group
Y	Form F - A Form F filing is required annually by holding company groups.	**FEE:** None Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: http://www.naic.org/public_lead_state_report.htm

General Instructions for Companies to Use Checklist

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) Checklist - Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) Line # - Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) Required Filings - Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions.* This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March .PDF Filing*** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions.*

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Statement Electronic Filing*** includes the quarterly statement data.

The ***Quarterly Statement .PDF Filing*** is the .pdf for quarterly statement data.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) Number of Copies - Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) Due Date - Indicates the date on which the company must file the form.

Column (6) Form Source - This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its web site). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions.*

Column (7) Applicable Notes - This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

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