

## HEALTH ENTITIES

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_

CONTACT: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: \_\_\_\_\_ Filings Made During the Year 2016

(1) Check list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
<b>I. NAIC FINANCIAL STATEMENTS</b>								
	1	Annual Statement (8 ½"X14")			Signed Jurat Pg	3/1	NAIC	L & M
	1.1	Printed Investment Schedule detail (Pages E01-E27)			xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")			xxx	5/15, 8/15, 11/15	NAIC	M
<b>II. NAIC SUPPLEMENTS</b>								
	10	Accident & Health Policy Experience Exhibit			xxx	4/1	NAIC	
	11	Actuarial Opinion			xxx	3/1	Company	
	12	Health Care Exhibit (Parts 1, 2 and 3) Supplement			xxx	4/1	NAIC	
	13	Health Care Exhibit's Allocation Report Supplement			xxx	4/1	NAIC	
	14	Investment Risk Interrogatories			xxx	4/1	NAIC	
	15	Life Supplemental Data due March 1			xxx	3/1	NAIC	
	16	Life Supp Statement non-guaranteed elements – Exh 5, Int. #3			xxx	3/1	Company	
	17	Life Supp Statement on par/non-par policies – Exh 5 Int. 1&2			xxx	3/1	Company	
	18	Life Supplemental Data due April 1			xxx	4/1	NAIC	
	19	Long-Term Care Experience Reporting Forms			xxx	4/1	NAIC	
	20	Management Discussion & Analysis			xxx	4/1	Company	
	21	Medicare Supplement Insurance Experience Exhibit			xxx	3/1	NAIC	
	22	Medicare Part D Coverage Supplement			xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	23	Property/Casualty Supplement due March 1			xxx	3/1	NAIC	
	24	Property/Casualty Supplement due April 1			xxx	4/1	NAIC	
	25	Risk-Based Capital Report			xxx	3/1	NAIC	
	26	Schedule SIS			N/A	3/1	NAIC	
	27	Supplemental Compensation Exhibit			N/A	3/1	NAIC	
<b>III. ELECTRONIC FILING REQUIREMENTS</b>								
	60	Annual Statement Electronic Filing			xxx	3/1	NAIC	
	61	March .PDF Filing			xxx	3/1	NAIC	
	62	Risk-Based Capital Electronic Filing			N/A	3/1	NAIC	
	63	Risk-Based Capital .PDF Filing			N/A	3/1	NAIC	
	64	Supplemental Electronic Filing			xxx	4/1	NAIC	
	65	Supplemental .PDF Filing			xxx	4/1	NAIC	
	66	Quarterly Statement Electronic Filing			xxx	5/15, 8/15, 11/15	NAIC	
	67	Quarterly .PDF Filing			xxx	5/15, 8/15, 11/15	NAIC	
	68	June .PDF Filing			xxx	6/1	NAIC	
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>								
	81	Accountants Letter of Qualifications			N/A	6/1	Company	
	82	Audited Financial Reports			xxx	6/1	Company	R
	83	Audited Financial Reports Exemption Affidavit			N/A		Company	
	84	Communication of Internal Control Related Matters Noted in Audit			N/A	8/1	Company	
	85	Independent CPA (change)			N/A		Company	
	86	Management's Report of Internal Control Over Financial Reporting			N/A	8/1	Company	
	87	Notification of Adverse Financial Condition			N/A		Company	
	88	Request for Exemption to File			N/A		Company	
	89	Relief from the five-year rotation requirement for lead audit partner			xxx	3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA			xxx	3/1	Company	
	91	Relief from the Requirements for Audit Committees			xxx	3/1	Company	
<b>V. STATE REQUIRED FILINGS***</b>								
	101	Premium Tax: <b>DO NOT send with Annual Statement filing.</b>					State	D & T
	102	State Filing Fees: (Included with Premium Tax report.): <b>DO NOT send with Annual Statement filing.</b>					State	C & S
	103	Signed Jurat (Refer to Line 1)			EO		NAIC	
	104	Form B & C - Insurance Holding Company System Annual Registration Statement			xxx	6/1	State	X
	105	Form F - Holding Company Model Act			xxx	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](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, <a href="mailto:BERG@state.de.us">BERG@state.de.us</a> , (302) 674-7330 PREMIUM TAXES: <a href="mailto:DOI_Tax@state.de.us">DOI_Tax@state.de.us</a> 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. <b>DO NOT send the fee payment with the Annual Statement.</b>
D	Mailing Address for Premium Tax Payments:	All companies are encouraged to use OPTins to file Premium Taxes and fees electronically. Website: <a href="https://login.optins.org/optins-static/index.html">https://login.optins.org/optins-static/index.html</a> or call (816)783-8990. If not using OPTins, use mailing address in Note B above. <b>DO NOT include Premium Tax forms &amp; payment in the annual statement package.</b>
E	Delivery Instructions:	<b>Physically in office on or before due date at address in Note B.</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. <b>Company's license may be suspended if the annual statement is received more than 30 days late.</b>
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:	<b>DOMESTIC:</b> Apply at least 30 days prior to due date with written explanation. <b>FOREIGN:</b> Apply 10 days prior to due date (received).
K	Bar Codes (State or NAIC):	NAIC Annual Statement Instructions (ASI). <b>INABILITY TO READ BARCODE:</b> Document is considered not received.
L	Signed Jurat:	Signatures are required on all Jurat pages submitted. FOREIGN: Email PDF of signed Jurat page to <a href="mailto:DOI_AnnualStatement@state.de.us">DOI_AnnualStatement@state.de.us</a> <b>Foreign companies are not required to file Quarterly Statements.</b>
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:	<b>No longer required:</b> 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.
V	CD Rom in .pdf format must contain the following information: <ul style="list-style-type: none"> <li>• Complete Company Name</li> <li>• NAIC Number</li> <li>• Filing Period</li> <li>• Listing of Documents Included</li> </ul>	<b>PENALTY:</b> 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	<b>FEE:</b> \$50.00 per Holding Company Group
Y	Form F - A Form F filing is required annually by holding company groups.	<b>FEE:</b> 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: <a href="http://www.naic.org/public_lead_state_report.htm">http://www.naic.org/public_lead_state_report.htm</a>

**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 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 annual statement data, detail for investment schedules and supplements due March 1.

The *Risk-Based Capital Electronic Filing* includes all risk-based capital data.

The *Risk-Based Capital .PDF Filing* is the .pdf file for risk-based capital data.

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 supplemental schedules and exhibits due April 1.

The *Quarterly Electronic Filing* includes the complete quarterly filing and the PDF files for all quarterly data.

The *Quarterly .PDF Filing* is the .pdf file 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 have chosen 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 the state 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.