

**PROPERTY & CASUALTY INSURERS**

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

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: \_\_\_\_\_ Filings Made During the Year 2013

(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 1/2" x 14")	3+CD	EO	CD + Signed Jurat Pg	3/1	NAIC	M & V
	1.1	Printed Investment Schedule detail (Pages E01-E27)	1+CD	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2+CD	EO	xxx	5/15, 8/15, 11/15	NAIC	M
	3	Protected Cell Annual Statement	1+CD	0	xxx	3/1	NAIC	
	4	Combined Annual Statement (8 1/2" x 14")	xxx	EO	xxx	5/1	NAIC	
<b>II. NAIC SUPPLEMENTS</b>								
	10	Accident & Health Policy Experience Exhibit	1+CD	EO	xxx	4/1	NAIC	
	11	Actuarial Opinion	3+CD	EO	xxx	3/1	Company	
	12	Actuarial Opinion Summary	3+CD	N/A	xxx	3/15	Company	
	13	Bail Bond Supplement	1+CD	EO	xxx	3/1	NAIC	
	14	Combined Insurance Expense Exhibit	1+CD	EO	xxx	5/1	NAIC	
	15	Credit Insurance Experience Exhibit	1+CD	EO	xxx	4/1	NAIC	
	16	Director and Officer Insurance Coverage Supplement	1	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	17	Exceptions to Reinsurance Attestation Supplement	1	N/A	xxx	3/1	Company	
	18	Financial Guaranty Insurance Exhibit	1+CD	EO	xxx	3/1	NAIC	
	19	Health Care Exhibit (Parts 1, 2 and 3) Supplement	1+CD	EO	xxx	4/1	NAIC	
	20	Health Care Exhibit's Allocation Report Supplement	1+CD	EO	xxx	4/1	NAIC	
	21	Investment Risk Interrogatories	1+CD	EO	xxx	4/1	NAIC	
	22	Insurance Expense Exhibit	1+CD	EO	xxx	4/1	NAIC	
	23	Long-Term Care Experience Reporting Forms	1+CD	EO	xxx	4/1	NAIC	
	24	Management Discussion & Analysis	1+CD	EO	xxx	4/1	Company	L
	25	Medicare Supplement Insurance Experience Exhibit	1+CD	EO	xxx	3/1	NAIC	
	26	Medicare Part D Coverage Supplement	1+CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	27	Premiums Attributed to Protected Cells Exhibit	1+CD	EO	xxx	3/1	NAIC	
	28	Reinsurance Attestation Supplement	3+CD	EO	xxx	3/1	Company	
	29	Reinsurance Summary Supplemental	3+CD	EO	xxx	3/1	NAIC	
	30	Risk-Based Capital Report	1+CD	EO	xxx	3/1	NAIC	R
	31	Schedule SIS	1+CD	N/A	N/A	3/1	NAIC	
	32	Supplement A to Schedule T	1+CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	33	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	34	Trusteed Surplus Statement	1+CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
<b>III. ELECTRONIC FILING REQUIREMENTS</b>								
	50	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	52	Risk-Based Capital Electronic Filing	xxx	EO	N/A	3/1	NAIC	
	53	Risk-Based Capital .PDF Filing	xxx	EO	N/A	3/1	NAIC	
	54	Combined Annual Statement Electronic Filing	xxx	EO	xxx	5/1	NAIC	
	55	Combined Annual Statement .PDF Filing	xxx	EO	xxx	5/1	NAIC	
	56	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	57	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	58	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	59	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	60	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>								
	71	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	
	72	Audited Financial Reports	1+CD	EO	xxx	6/1	Company	R
	73	Audited Financial Reports Exemption Affidavit	1	N/A	N/A		Company	
	74	Communication of Internal Control Related Matters Noted in Audit	1	N/A	N/A	8/1	Company	
	75	Independent CPA (change)	1	N/A	N/A		Company	P
	76	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
	77	Notification of Adverse Financial Condition	1	N/A	N/A		Company	
	78	Request for Exemption to File	1	N/A	N/A		Company	
	79	Request to File Consolidated Audited Annual Statements	1	N/A	N/A		Company	
	80	Relief from the five-year rotation requirement for lead audit partner	1	EO	xxx	3/1	Company	
	81	Relief from the one-year cooling off period for independent CPA	1	EO	xxx	3/1	Company	
	82	Relief from the Requirements for Audit Committees	1	EO	xxx	3/1	Company	

V. STATE REQUIRED FILINGS***								
101	Certificate of Compliance	0	0	1	3/1	State		
102	Certificate of Deposit	0	0	1	3/1	State		
103	Filings Checklist (with Column 1 completed)	0	0	0		State		
104	Premium Tax: <b>DO NOT send with Annual Statement filing.</b>		0		3/1	State	D & T	
105	State Filing Fees (Included with Premium Tax report.): <b>DO NOT send with Annual Statement filing.</b>		0		3/1	State	C & S	
106	Signed Jurat		0			NAIC		
107	Regulation 303	1	0	1	5/1	State	U	

\* 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: As of January 17, 2013, Delaware has not adopted the updated Holding Company Model Act.**

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	ANNUAL STATEMENT: Brandi Biddle <a href="mailto:Brandi.Biddle@state.de.us">Brandi.Biddle@state.de.us</a> , (302) 674-7339 PREMIUM TAXES: Ann Fletcher <a href="mailto:Ann.Fletcher@state.de.us">Ann.Fletcher@state.de.us</a> , (302) 674-7383
B	Mailing Address:	841 Silver Lake Boulevard, Dover, DE 19904
C	Mailing Address for Filing Fees Only:	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. Click <a href="#">here</a> for OPTins. 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:	<b>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.</b>
F	Late Filings:	May be subject to a \$100/day 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	Barcodes (State or NAIC):	NAIC Annual Statement Instructions (ASI). <b>INABILITY TO READ BARCODE:</b> Document is considered not received.
L	Signed Jurat:	FOREIGN: Annual filing only. <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:	NO LONGER REQUIRED: Listings of new reinsurers.
P	Destination 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, <b>licensed Title and Property &amp; Casualty companies</b> 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.
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 may be levied for late of improperly submitted statement filings.

## 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 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 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 Statement Electronic Filing* includes the complete quarterly statement data.

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

The *Combined Annual Statement Electronic Filing* includes the required pages of the combined annual statement & Insurance Expense Exhibit.

The *Combined Annual Statement .PDF Filing* is the .pdf file for the combined annual statement data and combined Insurance Expense Exhibit.

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 (E) 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 (EX4) 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. 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.