



**To:** Delaware Domestic Companies  
Annual Statement Contact

**From:** Linda Sizemore, CPA, CFE  
Director of Company Regulation

**Date:** December 29, 2014

**Re:** **Information Regarding Regulatory Filing for 2015 Annual and Quarterly Statements**

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Annual "Filing Requirements" letter is a standardized state-filing checklist developed by the NAIC. Answers to questions you may have concerning filings and procedures can be found in the NAIC's Annual Statement Instructions for various insurers.

1. All companies are required to file their annual and quarterly statements electronically with the NAIC.
2. **All annual statements must be properly bound with the appropriate cover, and contain the proper bar codes.** The bar codes must be readable in order to be considered received by the Department.
3. **PENALTY:** Per 18 Del. C. §526a., a fine of \$100.00/day (per company) for late or improperly submitted statements filings received after the due date.
4. **PAYMENTS:** All Companies are encouraged to use OPTins to file Premium Taxes and fees electronically.
5. **CONTACT INFORMATION FORM:** If your contact information has changed, please complete the Contact Information Form. This should be submitted separately from the annual statement filings at BERG@state.de.us.

For Premium Tax questions, please contact Ann Fletcher at (302) 674-7383 or Ann.Fletcher@state.de.us.

For any other questions, please contact the Department at (302) 674-7330 or BERG@state.de.us.