



## MEMORANDUM

TO: Annual Statement Contact  
Foreign Companies

FROM: Linda Sizemore  
Director of Company Regulations

SUBJECT: Instructions for filing 2012 Annual Statements

DATE: January 2012

1. The Annual Statement "Filing Requirements" are listed on 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.
2. Statement filings must be provided on CD Rom as indicated on the filing checklist. The CD must be in PDF format, floppy disk is unacceptable. However, we require a hard copy of the signed Jurat page. The label on the CD must contain the following information:
  - Complete Company name
  - NAIC number
  - Filing period
  - Listing of Documents included
3. PENALTY - A fine of \$100.00 per day may be levied for late or improperly submitted statement filings submitted after the due date of March 1, 2012.
4. Payments: All Companies are encouraged to use OPTins to file Premium Taxes and fees electronically.

If contact information has changed, please complete the Contact Information Sheet, and include it with your statement filings. If you have any questions concerning this form, please contact Sonia Harris via email at [sonia.harris@state.de.us](mailto:sonia.harris@state.de.us).

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