

PROPERTY & CASUALTY INSURERS

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2010

(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				
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 1/2" x 14")	3 + CD	EO	CD, Signed Jurat Page	3/1	NAIC	L & M
	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	
II. NAIC SUPPLEMENTS								
	10	Accident & Health Policy Experience Exhibit	1 + CD	EO	xxx	4/1	NAIC	
	11	Actuarial Opinion Summary	3 + CD	N/A	xxx	3/15	Company	
	12	Bail Bond Supplement	1 + CD	EO	xxx	3/1	NAIC	
	13	Combined Insurance Expense Exhibit	1 + CD	EO	xxx	5/1	NAIC	
	14	Credit Insurance Experience Exhibit	1 + CD	EO	xxx	4/1	NAIC	
	15	Exceptions to Reinsurance Attestation Supplement	1	N/A	xxx	3/1	Company	
	16	Financial Guaranty Insurance Exhibit	1 + CD	EO	xxx	3/1	NAIC	
	17	Investment Risk Interrogatories	1 + CD	EO	xxx	4/1	NAIC	
	18	Insurance Expense Exhibit	1 + CD	EO	xxx	4/1	NAIC	
	19	Long Term Care Experience Reporting Forms	1 + CD	EO	xxx	4/1	NAIC	
	20	Management Discussion & Analysis	1 + CD	EO	CD	4/1	Company	L
	21	Medicare Supplement Insurance Experience Exhibit	1 + CD	EO	xxx	3/1	NAIC	
	22	Medicare Part D Coverage Supplement	1 + CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	23	Premiums Attributed to Protected Cells Exhibit	1 + CD	EO	xxx	3/1	NAIC	
	24	Reinsurance Attestation Supplement	3 + CD	EO	xxx	3/1	Company	
	25	Reinsurance Summary Supplemental	3 + CD	EO	xxx	3/1	NAIC	
	26	Risk-Based Capital Report	1 + CD	EO	xxx	3/1	NAIC	R
	27	Schedule SIS	1 + CD	N/A	N/A	3/1	NAIC	
	28	Statement of Actuarial Opinion	3 + CD	EO	CD	3/1	Company	
	29	Supplement A to Schedule T	1 + CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
	30	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	31	Trusted Surplus Statement	1 + CD	EO	xxx	3/1, 5/15, 8/15, 11/15	NAIC	
III. ELECTRONIC FILING REQUIREMENTS								
	50	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	52	Risk-Based Capital Electronic Filing	xxx	1	N/A	3/1	NAIC	
	53	Risk-Based Capital .PDF Filing	xxx	1	N/A	3/1	NAIC	
	54	Combined Annual Statement Electronic Filing	xxx	1	xxx	5/1	NAIC	
	55	Combined Annual Statement .PDF Filing	xxx	1	xxx	5/1	NAIC	
	56	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	57	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	58	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	59	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	60	June PDF Filing	xxx	1	xxx	6/1	NAIC	
IV. AUDITED FINANCIAL STATEMENTS								
	71	Accountants Letter of Qualifications	1	EO	N/A	6/1	NAIC	
	72	Audited Financial Statements	1	EO	Xxx	6/1	Company	R
	73	Audited Financial Statements Exemption Affidavit	1	N/A	N/A		Company	
	74	Independent CPA	1	N/A	N/A		Company	P
	75	Notification of Adverse Financial Condition	1	N/A	N/A		Company	
	76	Report of Significant Deficiencies in Internal Controls	1	N/A	N/A		Company	
	77	Request for Exemption to File	1	N/A	N/A		Company	
	78	Request to File Consolidated Audited Annual Statements	1	N/A	N/A		Company	
V. STATE REQUIRED FILINGS								
	101	Certificate of Compliance	0	0	1		State	
	102	Certificate of Deposit	0	0	1		State	
	103	Filings Checklist (with Column 1 completed)	0	0	0		State	
	104	Premium tax	1	0	1	3/1	State	D & T
	105	State Filing Fees (included in Premium Tax Calculation). DO NOT send with Annual Statement.	100.00	0	100.00	3/1	State	C & S
	106	Signed Jurat	3	xxx	1	3/1	NAIC	M
	107	Regulation 303	1	xxx	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.

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	Annual Statement – Sonia Harris sonia.harris@state.de.us (302) 674-7339 Premium Taxes – Ann Fletcher ann.fletcher@state.de.us (302) 674-7383
B	Mailing Address:	841 Silver Lake Blvd 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. Click here for OPTins.
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 administrative penalty for late or incomplete filing per 18 Del.C. §329; \$1,000.00/day Supp A to Ached T late filing penalty per Del.C. §526a. Company's licensed may be suspended if the annual statement is received more than 30 days late.
G	Original Signatures:	Required on all domestic and foreign Jurat Page.
H	Signature/Notarization/Certification:	Officers to sign: President, Treasurer & Secretary.
I	Amended Filings:	File within 10 days of Amendment with explanation. Signature requirements 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 with written explanation.
K	Bar Codes (State or NAIC):	NAIC Annual Statement Instructions (ASI). Inability to read barcode-the document is considered not received. May be subject to a \$100.00 administrative penalty for late filing.
L	CD Rom in PDF format must contain the following information: <ul style="list-style-type: none"> • Complete Company name • NAIC number • Filing period Listing of Documents included	PENALTY: a fine of \$100.00 per day may be levied for late or improperly submitted statement filings.
M	Signed Jurat	Foreign companies-annual filing only. Foreign companies are not required to file Quarterly Statements.

	N	NONE Filings:	NAIC ASI for Supplemental Interrogatories. Exceptions to these instructions are noted on the form.
	O	Filings new, discontinued or modified materially since last year:	1. Protected Cell Annual Statement. 2. Premiums Attributed to Protected Cells Exhibit.
	P	Designation of CPA	Send if information changes.
	Q	Combined Statements	Send if requested.
	R	Audited Financial Report Risk Based Capital Report	Foreign companies send if requested.
	S	Statement Filing Fees	Attach to Premium Tax Report.
	T	Premium Tax Report and Payments	Includes Statement Filing Fees.
	U	Regulation 303	Pursuant to 18 <u>Del. C.</u> §526A and Regulation 303, licensed Property & Casualty and Title companies are obligated to file with the Department of Insurance on or before May 1, 2010 data based on premium levels. The premium levels may be found on the Department's website after April 1, 2010. An Affidavit of Exemption is required to be filed by May 1, 2010 if direct premiums earned are less than the levels listed.

**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 include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes 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 and the combined Insurance Expense Exhibit.

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