

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: Delaware Filings Made During the Year 2009

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 1/2" x 14")	xxx	EO	CD; signed jurat page	3/1	NAIC	L & M
	1.1	Printed Investment Schedule detail (Pages E01-E25)	xxx	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	M
II. NAIC SUPPLEMENTS								
	11	Investment Risk Interrogatories	xxx	EO	xxx	4/1	NAIC	
	12	Management Discussion & Analysis	xxx	EO	CD	4/1	Company	
	13	Schedule SIS	xxx	N/A	N/A	3/1	NAIC	
	14	Statement of Actuarial Opinion	xxx	EO	CD	3/1	Company	
	15	Supplemental Compensation Exhibit	xxx	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	xxx	EO	xxx	4/1	NAIC	
III. ELECTRONIC FILING REQUIREMENTS								
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	32	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	33	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	34	Quarterly Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	35	Quarterly PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	36	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
IV. AUDITED FINANCIAL STATEMENTS								
	51	Accountants Letter of Qualifications	xxx	N/A	N/A		Company	
	52	Audited Financial Statements	xxx	EO	xxx	6/1	Company	R
	53	Audited Financial Statements Exemption Affidavit	xxx	N/A	N/A		Company	
	54	Independent CPA	xxx	N/A	N/A		Company	P
	55	Notification of Adverse Financial Condition	xxx	N/A	N/A		Company	
	56	Report of Significant Deficiencies in Internal Controls	xxx	N/A	N/A		Company	
	57	Request for Exemption to File	xxx	N/A	N/A		Company	
V. STATE REQUIRED FILINGS								
	101	Filings Checklist (with Column 1 completed)	0	0	0		State	
	102	Premium tax	xxx	0	1	3/1	State	D & T
	103	State Filing Fees (included in Premium Tax calculation). DO NOT send with Annual Statement.	xxx	0	100.00		State	C & S
	104	Signed Jurat	xxx	xxx	1	3/1	NAIC	M
	105	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.

Revised 2/19/09

NOTES AND INSTRUCTIONS (A-U APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	Annual Statement – Sonia Harris Sonia.Harris@state.de.us (302) 674-7338 Premium Taxes – Ann Fletcher Ann.Fletcher@state.de.us (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 here for OPTins.
E	Delivery Instructions:	Physically in Department of Insurance 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 Schedule T late filing penalty per 18 Del. C. §526A. The company's Delaware Certificate of Authority 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 required to sign: President; Treasurer, Secretary
I	Amended Filings:	File within 10 days of amendment with explanation. Same signature requirements for the original filing should be followed for any amendment
J	Exceptions from normal filings: (Exemptions or Extensions)	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). If unable to read the bar code, the document is considered not received. May be subject to a \$100.00 administrative penalty for late filing.

L	<p>CD Rom in PDF format must contain the following information:</p> <ul style="list-style-type: none"> • Complete Company name • NAIC number • Filing period • Listing of Documents included 	PENALTY: \$100.00 per day fine may be levied for late or improperly submitted filings.
M	Signed Jurat:	For 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:	N/A
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, 2009 data based on premium levels. The premium levels may be found on the Department’s website after April 1, 2009. An Affidavit of Exemption is required to be filed by May 1, 2009 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 *March Electronic Filing* includes all annual statement data, detail for investment schedules and all supplements due March 1.

The *March .PDF Filing* is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

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 supplements due April 1.

The *Quarterly Electronic Filing* includes the quarterly statement data.

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

The *June .PDF Filing* is the .pdf file for the Audited Financial Statements.

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 (generally, on its 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.