



Form R-4

## ACCREDITED REINSURER CHECKLIST

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Name of Company \_\_\_\_\_

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Contact Person (Name Phone No. and e-mail address) \_\_\_\_\_

1. **Submission for Reinsurance Accreditation (Form R1)**  
(Due by March 1, 2009) \_\_\_\_\_
2. **Certificate of Assuming Insurer (Form R3)**  
Completed, signed and notarized. (Due by March 1, 2009) \_\_\_\_\_
3. **Annual Financial Statement**  
(Due by March 1, 2009) \_\_\_\_\_
4. **Annual Statement Filing Fee** (Paid to the Texas Department of Insurance)  
Fee of \$250.00. (Due by March 1, 2009) \_\_\_\_\_
5. **Actuarial Opinion** (Due by March 1, 2009) \_\_\_\_\_
6. **Management's Discussion and Analysis of Operations**  
(Due by March 1, 2009) \_\_\_\_\_
7. **Audited CPA Report** (Due by June 1, 2009) \_\_\_\_\_
8. **Certificate of Authority or Letter of Compliance**  
(Due by March 1, 2009) \_\_\_\_\_
9. **Treasurers Certification** (*Required for trustee reinsurers only*)  
Statement signed by company Treasurer that surplus as regards to  
policyholders is maintained at an amount not less than \$20 million.  
(Due by March 1, 2009) \_\_\_\_\_
10. **Examination Report**  
(Due by March 1, 2009) \_\_\_\_\_
11. **Officers and Directors List and Biographical Affidavits**  
To be current within 3 years. (Must file updated biographicals for the  
President, Secretary and Treasurer if current ones were filed prior to 2006)  
(Due by March 1, 2009) \_\_\_\_\_

- 12. **NAIC Quarterly Statements**  
(Due by May 15, 2009, August 15, 2009 and November 15, 2009) \_\_\_\_\_
- 13. **Holding Company Registration Statement**  
Copies of any changes made during year. (Due by March 1, 2009) \_\_\_\_\_
- 14. **Quarterly Listing of Ceding Insurers** (Separate listing from Annual Statement required: should be submitted with each quarterly statement)  
(Due by May 15, 2009, August 15, 2009 and November 15, 2009) \_\_\_\_\_
- 15. **Business Plan** (Updated every 3 years)  
(Due by June 1, 2009) \_\_\_\_\_

*Note: If items listed above are not submitted by the due date, provide explanation below and include date which items will be filed.*

- 16. **Comments** \_\_\_\_\_  
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