

# ANNUAL FILING CHECKLIST ADMITTED REINSURERS

**THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN  
SUBMITTING A COMPLETE FILING TO THIS DEPARTMENT (COPY OF THIS  
CHECKLIST IS TO BE SUBMITTED WITH FILING)**

**REPORTING COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON NAME AND TITLE:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON PHONE NO. AND E-MAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

| ITEMS TO BE SUBMITTED  | <u>SUBMITTED</u> |    |
|--|------------------|----|
|  | YES              | NO |
| 1. Renewal Fee (pay on-line at <a href="http://www.fms.treas.gov/c570">www.fms.treas.gov/c570</a> )  |                  |    |
| 2. Annual Financial Statement of Reporting Company   |                  |    |
| 3. NAIC CD of Reporting Company  |                  |    |
| 4. For Subsidiaries Shown on Schedule D:   |                  |    |
| a. Annual Financial Statement of Insurance Company Subsidiaries  |                  |    |
| b. NAIC CD of Insurance Company Subsidiaries   |                  |    |
| c. Balance Sheet as of Year End for Non-Insurance Company Subs   |                  |    |
| 5. Treasury Schedule F (form provided on-line)*  |                  |    |
| 6. Copies of LOC's and Trust Agreements for Largest Recoverable Amounts Reported on Sch. F, Part 2, Columns 4a and 4b                      |                  |    |
| 7. CPA Audited Financial Statements (specific to reporting company - consolidated filings only accepted if approval granted by this Dept.) |                  |    |

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| 8. CPA Report on Internal Controls   |  |  |
| 9. CPA Management Letter   |  |  |
| 10. 10K Report   |  |  |
| 11. Management's Discussion and Analysis   |  |  |
| 12. Independent Actuarial Opinion  |  |  |
| 13a. NAIC IRIS Ratio Results   |  |  |
| b. Explanation of IRIS Ratios with Unusual Results   |  |  |
| 14. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations                             |  |  |
| 15. Updated Biographical Affidavits of New Officers and Directors (use NAIC Format)  |  |  |
| 16. Description of Miscellaneous Assets Reported on Page 1 of the Annual Financial Statement   |  |  |
| 17. Current Appraisals for Mortgage Loans and Real Estate Acquired During this Past Year   |  |  |
| 18. Insurance Dept. Certificates:<br>- verifying large infusions of capital or surplus<br>- verifying approval of extraordinary dividend                   |  |  |
| 19. Documents Describing Changes in the Company (i.e., name change, ownership change, change in state of incorporation, change in CPA audit firms, etc...) |  |  |
| 20. Copies of Change to Charter or Articles of Incorporation or Bylaws Which Occurred this Past Year   |  |  |

**\*\*\*\*NOTE: IT IS NOT NECESSARY TO SUBMIT INSURANCE EXPENSE EXHIBITS\*\*\*\***

**\*ALL OF OUR FORMS ARE AVAILABLE ON-LINE AT <http://www.fms.treas.gov/c570>**