



## RISK RETENTION GROUP REQUIREMENTS

A foreign Risk Retention Group (RRG) must provide the Delaware Department of Insurance with the following:

- Name, address, zip code, phone number and state of domicile of RRG.
- Type of insurance to be provided.
- Name, address, zip code, phone number and state of domicile of insurance company or companies providing insurance for purchasing groups.
- Certificate of compliance from the state of domicile of the insuring company.
- Certificate/Articles of Incorporation and any amendments
- Uniform Consent to Service of Process – Form 12
- Biographical Affidavit
- Complete NAIC Registration Form
- Federal Employer's Identification Number (FEIN).
- NAIC number if RRG

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### **Business Plan:**

- Overview Key Service Providers & Agreements
- Program Summary
- Program Objection
- Underwriting Guidelines & Application
- Actuarial Feasibility Study
- Expected Loss Experience
- List of each state in which the risk retention group has obtained, or sought to obtain a charter and license.
- Initial Capitalization
- Pro Forma Financial Statements

The initial registration fee for an RRG is \$150.00. The annual renewal fee is \$150.00.

A premium tax of 2% is due for risk written and located in Delaware. An RRG is **required** to file an annual financial statement due **March 1st** and be completed on the [Premium Taxes & Fees](#).

**Email the application with required documents per the checklist to:** [BERG@Delaware.gov](mailto:BERG@Delaware.gov)

The preferred method to receive a secured email is via Egress. Egress is a free service that allows for secure transmission of large files. To Register for a free account use: [Egress Switch | Sign Up](#)  
(<https://switch.egress.com/ui/registration/AccountCreate.aspx>)

### **Mail in the application fee with cover letter to:**

Delaware Department of Insurance  
Attn: BERG  
1351 West North Street, Suite 101  
Dover, Delaware 19904

If you have any questions, please contact [BERG@Delaware.gov](mailto:BERG@Delaware.gov).