

## FOREIGN HEALTH ENTITIES

COMPANY NAME: \_\_\_\_\_ NAIC COMPANY CODE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: \_\_\_\_\_ FILINGS MADE DURING THE YEAR 2018

(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
			Foreign State			
<b>I. NAIC FINANCIAL STATEMENTS</b>						
	1	Annual Statement (8 ½"X14")	<b>Signed Jurat Pg – EO</b>	3/1	NAIC	L
	1.1	Printed Investment Schedule detail (Pages E01-E27)	XXX			
	2	Quarterly Financial Statement (8 ½" x 14")	XXX			
<b>II. NAIC SUPPLEMENTS</b>						
	11	Accident & Health Policy Experience Exhibit	XXX			
	12	Actuarial Opinion				
	13	Life Supplemental Data due March 1				
	14	Life Supplemental Data due April 1				
	15	Life Supp Statement non-guaranteed elements – Exh 5, Int. #3				
	16	Life Supp Statement on par/non-par policies – Exh 5 Int. 1&2				
	17	Long-Term Care Experience Reporting Forms				
	18	Management Discussion & Analysis				
	19	Medicare Part D Coverage Supplement				
	20	Medicare Supplement Insurance Experience Exhibit				
	21	Property/Casualty Supplement due March 1				
	22	Risk-Based Capital Report				
	23	Schedule SIS				
	24	Supplemental Compensation Exhibit				
	25	Supplemental Health Care Exhibit (Parts 1, 2 and 3)				
	26	Supplemental Health Care Exhibit's Allocation Report				
	27	Supplemental Investment Risk Interrogatories				
<b>III. ELECTRONIC FILING REQUIREMENTS</b>						
	61	Annual Statement Electronic Filing	XXX			
	62	March .PDF Filing				
	63	Risk-Based Capital Electronic Filing				
	64	Risk-Based Capital .PDF Filing				
	65	Supplemental Electronic Filing				
	66	Supplemental .PDF Filing				
	67	Quarterly Statement Electronic Filing				
	68	Quarterly .PDF Filing				
	69	June .PDF Filing				
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>						
	81	Accountants Letter of Qualifications	XXX			
	82	Audited Financial Reports				
	83	Audited Financial Reports Exemption Affidavit				
	84	Communication of Internal Control Related Matters Noted in Audit				
	85	Independent CPA (change)				
	86	Management's Report of Internal Control Over Financial Reporting				
	87	Notification of Adverse Financial Condition				
	88	Relief from the five-year rotation requirement for lead audit partner				
	89	Relief from the one-year cooling off period for independent CPA				
	90	Relief from the Requirements for Audit Committees				
	91	Request for Exemption to File Management's Report of Internal Control over Financial Reporting				
<b>V. STATE REQUIRED FILINGS***</b>						
	103	Corporate Governance Annual Disclosure***	XXX			
	105	Form B & C - Insurance Holding Company System Annual Registration Statement				
	106	Form F - Holding Company Model Act****				
	107	ORSA*****				
	108	Premium Tax: <b>DO NOT send with Annual Statement filing.</b>				
	109	State Filing Fees: (Included with Premium Tax report.): <b>DO NOT send with Annual Statement filing.</b>				
	110	Signed Jurat (Refer to Line 1)	<b>EO</b>	3/1	NAIC	L

\*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 \*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor  
 \*\*\*For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

\*\*\*\*For those states that have adopted the NAIC updated Holding Company Model Act, a Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*\*For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm). N/A appears in this column, the filing is required with the domiciliary state. **EO** (electronic only filing).

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	ANNUAL STATEMENT: <a href="mailto:BERG@state.de.us">BERG@state.de.us</a> , (302) 674-7330 PREMIUM TAXES: <a href="mailto:DOI_Tax@state.de.us">DOI_Tax@state.de.us</a> or (302) 674-7383
B	Mailing Address:	ATTN: BERG, 841 Silver Lake Boulevard, Dover, DE 19904
C	Mailing Address for Filing Fees:	Fees are included in the calculation of premium taxes. <b>DO NOT send the fee payment with the Annual Statement.</b>
D	Mailing Address for Premium Tax Payments:	<b>DO NOT include Premium Tax forms or payment in the annual statement package.</b> Use OPTins to file Premium Taxes and fees electronically. Website: <a href="https://login.optins.org/optins-static/index.html">https://login.optins.org/optins-static/index.html</a> or call (816) 783-8990.
E	Delivery Instructions:	<b>Physically in office on or before due date at address in Note B.</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 (per company) administrative penalty for late or incomplete filing per 18 Del. C. §526a. <b>Company's license may be suspended if the annual statement is received more than 30 days late.</b>
G	Original Signatures:	Required on all domestic and foreign
H	Signature/Notarization/Certification:	OFFICERS TO SIGN: President, Treasurer & Secretary
I	Amended Filings:	File within 10 days of amendment with explanation for the original filing and same should be followed for any amendment.
J	Exceptions from normal filings:	<b>DOMESTIC:</b> Apply at least 30 days prior to due date with written explanation. <b>FOREIGN:</b> Apply 10 days prior to due date (received).
K	Bar Codes (State or NAIC):	NAIC Annual Statement Instructions (ASI). <b>INABILITY TO READ BARCODE:</b> Document is considered not received.
L	Signed Jurat:	<b>Foreign companies are not required to file Quarterly Statements.</b> Signatures are required on all Jurat pages submitted. FOREIGN ANNUAL STATEMENTS: Email PDF of signed Jurat page to <a href="mailto:DOI_AnnualStatement@state.de.us">DOI_AnnualStatement@state.de.us</a>
M	NONE Filings:	NAIC ASI for Supplemental Interrogatories. Exceptions to these instructions are noted on the form.
N	Filings new, discontinued or modified materially since last year:	<b>No longer required:</b> Certificate of Deposit, Certificate of Valuation & Certificate of Compliance.
P	Designation of CPA:	Send if information changes.
Q	Combined Statements:	Send if requested.
R	Audited Financial Report & Risk Based Capital Report:	FOREIGN: Send if requested.
S	Statement Filing Fees:	Attach to Premium Tax report.
T	Premium Tax report and payment:	Includes statement filing fees.
V	CD Rom in .pdf format must contain the following information: <ul style="list-style-type: none"> <li>• Complete Company Name</li> <li>• NAIC Number</li> <li>• Filing Period</li> <li>• Listing of Documents Included</li> </ul>	<b>PENALTY:</b> A fine of \$100.00 per day for late or improperly submitted statement filings.
X	Form B & C - Insurance Holding Company System Annual Registration Statement	<b>FEE:</b> \$100.00 per Holding Company Group
Y	Form F - A Form F filing is required annually by holding company groups.	<b>FEE:</b> None. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: <a href="http://www.naic.org/public_lead_state_report.htm">http://www.naic.org/public_lead_state_report.htm</a>

**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 be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD 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 Electronic Filing* includes the complete quarterly filing and the PDF files for all quarterly data.

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

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 (EX) 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 (EX) 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 have chosen 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 the state 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.