



DEPARTMENT OF
INSURANCE AND FINANCIAL INSTITUTIONS

**ANNUAL STATEMENT INSTRUCTIONS FOR
DOMESTIC LIFE AND DISABILITY REINSURER**

1. ANNUAL STATEMENT DUE MARCH 31

One 8-1/2" X 14" Statement is required and must:

- A.** Include a verified **Actuarial Opinion** signed by a duly qualified actuary.
- B.** Include **NOTARIZED SIGNATURES** OF AT LEAST TWO (2) EXECUTIVE OFFICERS WHO ARE LISTED ON THE JURAT PAGE.
- C.** Include the **Annual Statement Worksheet Form E-LR.AS**.

Send annual statement filing electronically to financialfilings@difi.az.gov. **DO NOT send a hard copy.**
Name the document using this format "Annual Statement-NAIC Number-Insurer Name" (e.g. Annual Statement-55555-INSURER NAME).

2. LIFE RISK BASED CAPITAL REPORT DUE MARCH 31

Instructions are available from the NAIC Publications Department at
https://www.naic.org/prod_serv_publications.htm.

3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT DUE APRIL 1

Send report electronically to financialfilings@difi.az.gov. **DO NOT send a hard copy.**
Name the document using this format "MDA-NAIC Number-Insurer Name" (e.g. MDA-55555-INSURER NAME).

4. CERTIFICATE OF DISCLOSURE FORM E-178 DUE MARCH 31

Send completed form electronically to financialfilings@difi.az.gov. **DO NOT send a hard copy.**
Name the document using this format "E178-NAIC Number-Insurer Name" (e.g. E178-55555-INSURER NAME).

Incomplete certificates will not be accepted and may result in statutory penalty of \$25 per day.

5. HOLDING COMPANY SYSTEM REGISTRATION STATEMENT – FORMS B, C, F DUE MARCH 31

See Forms E-185, E-185B, E-185C and E-185F, available on our web site at
<https://difi.az.gov/ic/licensing/holdingcompany>.

Send completed forms electronically to financialfilings@difi.az.gov. **DO NOT send a hard copy.**
Name the document using this format "Form BCF-NAIC Number-Insurer Name" (e.g. FormBCF-55555-INSURER NAME).

6. ANNUAL AUDITED FINANCIAL REPORT DUE JUNE 1

7. INTERNAL CONTROL FILINGS DUE AUGUST 1:

Form E-AFR.IC.RE must be completed and included with your internal control filings.

Send completed form(s) to financialfilings@difi.az.gov. **DO NOT send a hard copy.**
Name the document using this format "Internal Control-NAIC Number-Insurer Name" (e.g. Internal Control-55555-INSURER NAME).

8. FEE PAYMENT DUE MARCH 31

Remit the \$4,800 (consisting of \$300 for Payment Type 28 and \$4,500 for Payment Type 57) fee payment using NAIC OPTins (www.optins.org) or by sending a check made payable to the *Arizona Department of Insurance and Financial Institutions* along with a copy of the **Annual Statement Worksheet Form E-LR.AS** to the Department.

When a due date falls on a Saturday or Sunday, it is extended to the following Monday. **STATUTORY PENALTIES FOR LATE FILING AND PAYMENTS WILL BE ENFORCED.**