

**CAPTIVE FILING REQUIREMENTS FOR  
AGENCY, INDUSTRIAL, SPONSORED AND SPECIAL PURPOSE CAPTIVE  
INSURANCE COMPANIES (OTHER THAN SERIES LLCs)**

REQUIRED FILINGS FOR DELAWARE	DUE DATE
<b>I. Annual Reports</b>	
Delaware Annual Report II	3/1
Quarterly Annual Reports (8 ½" x 14") (if applicable)	5/15, 8/15, 11/15
<b>II. AUDITED FINANCIAL STATEMENTS</b>	
Audited Financial Statements	6/30
Letter of Qualifications	6/30
Report of Significant Deficiencies in Internal Controls	6/30
<b>III. STATEMENT OF ACTUARIAL OPINION</b>	
NAIC P&C Actuarial Opinion	6/30
<b>IV. OTHER REQUIRED FILINGS</b>	
Premium Tax	3/1
License Renewal Fees	3/1

**SEE PAGE 2 FOR DETAILS**

	NOTES AND INSTRUCTIONS	
A	Copies	<p>Emailed pdf scans of all documents contained in the filing or mailed pdf scans on CD or flash drive of all documents in the filing. The scanned documents need to arrive by the due date.</p> <p>We also do not require original CPA and actuary reports.</p>
B	Required Filings Contact Person:	<p>Annual Statement - <b>Jamie Bafundo</b>  <a href="mailto:captive@state.de.us">captive@state.de.us</a> (302) 577-5281            Premium Taxes - <b>Ann Fletcher</b>  <a href="mailto:Ann.Fletcher@state.de.us">Ann.Fletcher@state.de.us</a> (302) 674-7383</p>
C	Mailing Address:	<p>Delaware Department of Insurance            Captive Insurance Bureau            1007 North Orange Street            Suite 1010            Wilmington, DE 19801</p>
D	Mailing Address for Premium Tax Payments and License Renewal Fees:	<p>Delaware Department of Insurance            Attn: Premium Tax Section            841 Silver Lake Blvd.            Dover, DE 19904-2465</p>
E	Delivery Instructions:	<p>All filings must be postmarked or emailed no later than the date due. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.</p>
F	Late Filings:	<p>Company's license may be suspended for refusal or failure to submit an annual report per Del. C. §6909a.</p>
G	Signature/Notarization/Certification:	<p>Two executive officers or other authorized persons.</p>
H	Amended Filings:	<p>File within 10 days of Amendment with explanation for the original filing, same should be followed for any amendment.</p>
I	Exceptions from normal filings:	<p>Apply at least 30 days prior to due date with written explanation. This letter should not be in the business plan or presented with the application.</p>
J	Sponsored Cells SBUs	<p>Annual Report is to be filed for each cell individually and attach consolidated spreadsheet at the end of the main report.</p>