

2017 APPLICATION PROCESS TIPS AND REMINDERS

Admission Applications All application documents should be scanned and sent to us via e-mail at captive@state.de.us by midnight 12/31/17. The date that we receive the emailed application is the earliest date that the captive can be licensed. All 2017 application checks must be payable to **Delaware Department of Insurance** and received in Dover by **Friday, January 12, 2018**.

- ✓ Mail a copy of the Application (Form A-1 or Form A-2) and the \$3,500 check to:

**Delaware Department of Insurance
Attn. Captive Section
841 Silver Lake Blvd.
Dover, DE 19904**

- ✓ Mail the original Application (Form A-1 or Form A-2) and the original Biographical Affidavits to:

**Delaware Department of Insurance
Attn. Captive Bureau
1007 North Orange Street, Suite 1010
Wilmington, DE 19801**

Check How-Tos The State requires checks be numbered, dated and signed as well as payable to Delaware Department of Insurance. They will be returned if not correctly written.

Premium to Surplus Ratio Allowable Premium to Surplus ratio by the end of the first year for new applications is 5:1 for Pure Captive companies and 3:1 for Series Captive Insurance Companies. Premium to surplus is calculated on a net basis (Assumed Premium + Direct Premium – Ceded Premium) / Capital & Surplus.

Approved Policies Library

- Please submit template policies for review and approval in order to create an Approved Policies Library. If a policy library is already on file with us, please send any updated policies you would like to add.
- While submitting policies for an “Approved Policies Library,” make sure to include a Declaration Page with range of limits to be provided.
- Requests for any new policies to be added to the policy library will be treated as a business plan change request and reviewed by an assigned Analyst prior to official approval.
- All lines of coverage with exact limits must be listed in the Application and Actuarial Feasibility Study.
- There is no need to list the coverages in a Business Plan if there is an “Approved Policies Library” filed with the Department.

NOTE: If a Captive Manager chooses not to have an “Approved Policies Library” with the Department, the Business Plan with coverages and draft policies must be filed at the time of Application submission. After the captive is licensed, a Business Plan change request will be required to be reviewed and approved by the Department when adding or removing lines of coverage during the policy year.