

**CAPTIVE FILING REQUIREMENTS FOR  
ASSOCIATION CAPTIVE INSURANCE COMPANIES**

REQUIRED FILINGS	DUE DATE
<b>I. NAIC ANNUAL STATEMENT</b>	
Annual Statement	4/15
Quarterly Annual Statement (8 ½" x 14") (Follow NAIC Annual Statement Instructions)	5/15, 8/15, 11/15
<b>II. NAIC SUPPLEMENTS</b>	
Supplemental Compensation Exhibit	3/1
Stockholder Information Supplement	3/1
Supplement A to Schedule T (Medical Malpractice Supplement)	3/1
Reinsurance Summary Supplemental Filing	3/1
Reinsurance Attestation Supplement	3/1
Risk-Based Capital Report	3/1
Insurance Expense Exhibit	4/1
Investment Risk Interrogatories	4/1
Management Discussion & Analysis	4/1
<b>III. AUDITED FINANCIAL STATEMENTS</b>	
Audited Financial Statements	6/30
Letter of Qualifications	6/30
Report of Significant Deficiencies in Internal Controls	6/30
<b>IV. STATEMENT OF ACTUARIAL OPINION</b>	
NAIC P&C Actuarial Opinion	6/30
Actuarial Opinion Summary	6/30
<b>IV. OTHER REQUIRED FILINGS</b>	
License Renewal Fees	4/15
Premium Tax	4/15

**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, but one original Jurat page may be mailed thereafter.</p> <p>We do not require original CPA and actuary reports.</p>
B	Required Filings Contact Person:	<p>Annual Statement -  <a href="mailto:captive@delaware.gov">captive@delaware.gov</a> (302) 577-5280  Premium Taxes  <a href="mailto:DOI-CaptiveTax@delaware.gov">DOI-CaptiveTax@delaware.gov</a>  Paulette Morris  <a href="mailto:Paulette.Morris@delaware.gov">Paulette.Morris@delaware.gov</a> (302) 674-7383</p>
C	Mailing Address:	<p>Delaware Department of Insurance  Captive Insurance Bureau  503 Carr Road, Suite 303  Wilmington, DE 19809</p>
D	Mailing Address for Premium Tax Payments and License Renewal Fees:	<p>Delaware Department of Insurance  Attn: Premium Tax Section  1351 West North Street, Suite 101  Dover, DE 19904</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>