



**DEPARTMENT OF INSURANCE
STATE OF ARIZONA**

Financial Affairs Division - Compliance Section
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**FOREIGN OR ALIEN ACCREDITED REINSURER
ANNUAL STATEMENT INSTRUCTIONS**

**THESE INSTRUCTIONS APPLY ONLY TO A COMPANY THAT HOLDS A
CERTIFICATE OF REINSURANCE ACCREDITATION
ISSUED BY US**

NOTE: *Qualified Reinsurer Trust* or *Qualified Reinsurer based on Surplus* must use Form E-QRT.I.

ANNUAL STATEMENTS ARE DUE MARCH 1

1. N.A.I.C. FILING REQUIREMENTS

The following must be filed electronically with the N.A.I.C.

Contact N.A.I.C. Publications Department at (816) 783-8300 for filing instructions or assistance.

- a) Annual Statement and Risk Based Capital Report** (electronic filing) due **March 1**
- b) Required filing fee**
- c) Management Discussion and Analysis** due **April 1**
- d) Audited Financial Report** due **June 1**

2. ARIZONA FILING DUE MARCH 1 - ANNUAL STATEMENT SPECIFICATIONS

ONE HARD COPY: 8-1/2" X 14" Statement in two-sided book form is **REQUIRED**, and **MUST**

- a) Include a verified Actuarial Opinion** signed by a duly qualified actuary ATTACHED to the inside of the front cover.
- b) Be completed in a legible manner.**
- c) Include NOTARIZED SIGNATURES OF AT LEAST TWO (2) EXECUTIVE OFFICERS, WHO ARE LISTED ON THE JURAT PAGE.**
- d) Include all attachments/inserts affixed** to the proper pages.
- e) Be securely bound in the proper N.A.I.C. color jacket** (a stapled book will not be accepted as a bound book).
- f) Include the Annual Statement Filings Worksheet Form E-AR.AS.**

DO NOT FILE YOUR RISK BASED CAPITAL REPORT WITH US.

3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT – DUE APRIL 1

Complete and attach Form E-MDA to the front cover of a hard copy of this report and file it with us not later than **April 1**. Please attach this filing to your Annual Statement Filings Worksheet Form E-AR.AS if it is sent with your Annual Statement.

4. ANNUAL AUDITED FINANCIAL REPORT – DUE JUNE 1

Complete and attach Form E-AFR to the front cover of a hard copy of your Annual Audited Financial Report, prepared on a Statutory Accounting basis, and file it with us not later than **June 1**. Please attach this filing to your Annual Statement Filings Worksheet Form E-AR.AS if it is sent with your Annual Statement

When a due date falls on Saturday or Sunday, the deadline is extended to the following Monday.

OUR "POSTMARK POLICY" - The package containing your filing must be validated by the United States Postal Service as proof of the date of filing. **A postage meter stamp does not qualify** as a postmark date. Courier deliveries **must show** the date of courier pick-up on the package. If your package does not show evidence of timely mailing it will be considered filed WHEN RECEIVED and any penalties or suspension of your qualified status that may apply will be enforced.