



**DEPARTMENT OF INSURANCE  
STATE OF ARIZONA**

*Financial Affairs Division - Compliance Section*  
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**ANNUAL STATEMENT INSTRUCTIONS FOR DOMESTIC LIFE AND DISABILITY REINSURER  
ONLY**

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**1. ANNUAL STATEMENT DUE MARCH 31**

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. Include **ORIGINAL, NOTARIZED SIGNATURES** OF AT LEAST TWO (2) EXECUTIVE OFFICERS **WHO ARE LISTED ON THE JURAT PAGE.**
- C. Be **securely bound in proper NAIC color jacket** (a stapled book will not be accepted as a Bound Book).
- D. Include the **Annual Statement Filings Worksheet Form E-LR.AS.**

**2. LIFE RISK BASED CAPITAL REPORT DUE MARCH 31**

**DO NOT file a diskette.** Instructions are available from the NAIC Publications Department (816) 783-8300.

**3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT DUE APRIL 1**

**Form E-MDA MUST be completed and attached to the front cover of this Report.** Attach the Report with Transmittal Form E-MDA to your Annual Statement Filings Worksheet Form E-LR.AS.

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

This form should be **directed immediately** to EXECUTIVE OFFICERS or DIRECTORS, **WHO ARE LISTED ON THE JURAT PAGE** for complete execution and notarized original signatures. If you file an incomplete or unacceptable Form E-178 you will be instructed to re-file the Form and this may result in a penalty of up to \$25 per day for late filing. **Attach Form E-178 to your Annual Statement Filings Worksheet Form E-LR.AS.**

**5. ANNUAL AUDITED FINANCIAL REPORT DUE JUNE 1**

**Form E-AFR MUST be completed and attached to the front cover of the Report.** If this Report can be filed with your Annual Statement, please attach it with Transmittal Form E-AFR to your Annual Statement Filings Worksheet Form E-LR.AS.

**NEW INTERNAL CONTROL FILINGS DUE AUGUST 1:**

**Form E-AFR.IC must be completed and attached to your internal control filings.**

**6. HOLDING COMPANY SYSTEM REGISTRATION STATEMENT – FORMS B & C DUE MARCH 31**

You must file your Annual Insurance Holding Company System Registration Statement Form B, including Summary of Changes Form C, with us on or before **March 31**. See **Form E-185** for instructions to complete this filing. Holding Company System Registration Statement filings, including Biographical Affidavits, **must be mailed separately TO ATTENTION: COMPLIANCE SECTION.**

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.** 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.