



**DEPARTMENT OF INSURANCE  
STATE OF ARIZONA**

*Financial Affairs Division - Compliance Section*  
2910 North 44<sup>th</sup> Street, Suite 210  
Phoenix, Arizona 85018-7269  
Phone: (602) 364-3245  
Fax: (602) 364-3989  
[www.azinsurance.gov](http://www.azinsurance.gov)

---

**ANNUAL STATEMENT INSTRUCTIONS FOR  
DOMESTIC MECHANICAL REIMBURSEMENT REINSURER ONLY**

---

**1. ANNUAL STATEMENT DUE APRIL 1**

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. **IF APPLICABLE**, file an Affidavit of Exemption with a copy of our letter granting an exemption.
- 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-MRR.AS.**

**2. FORM E-MRR.104 DUE APRIL 1**

Your annual Application for Certificate of Authority Renewal, Form E-MRR.104, **MUST** be properly completed, signed by the President and Secretary and filed with your Annual Statement. Attach the form to your Annual Statement Filings Worksheet Form E-MRR.AS.

**3. FORM E-MRR.PLR DUE APRIL 1**

This Annual Report of Policy and Loss Reserves, Form E-MRR.PLR, **MUST** be properly completed, signed by the President and Secretary and filed with your Annual Statement. Attach the form to your Annual Statement Filings Worksheet Form E-MRR.AS.

**4. 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-MRR.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-MRR.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 – FORM B & C DUE MARCH 31**

See **Form E-185** for instructions to complete this filing. **DO NOT SEND THESE FILINGS WITH OR INSIDE YOUR ANNUAL STATEMENT. 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.