

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: **Arkansas** Filings Made During the Year 2009 (Annual 2008 and Qtrly 2009)

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 1/2" x 14")	2	EO	Xxx	3/1	NAIC	A, B, C, E, F, G, H, I, J, K,
	1.1	Printed Investment Schedule detail (Pages E01-E27)	2	EO	Xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	Xxx	5/15, 8/15, 11/15	NAIC	A, B, C, E, F, G, H, I, J, K,
II. NAIC SUPPLEMENTS								
	11	Investment Risk Interrogatories	2	EO	Xxx	4/1	NAIC	
	12	Management Discussion & Analysis	2	EO	Xxx	4/1	Company	
	13	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	14	Statement of Actuarial Opinion	2	EO	Xxx	3/1	Company	
	15	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	2	EO	Xxx	4/1	NAIC	
III. ELECTRONIC FILING REQUIREMENTS								
	40	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	41	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	42	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	43	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	44	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	45	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	46	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
IV. AUDITED FINANCIAL STATEMENTS								
	61	Accountants Letter of Qualifications	2	N/A	N/A		Company	
	62	Audited Financial Statements	2	EO	xxx	6/1	Company	
	63	Audited Financial Statements Exemption Affidavit	2	N/A	N/A		Company	
	64	Independent CPA	2	N/A	N/A		Company	
	65	Notification of Adverse Financial Condition	2	N/A	N/A		Company	If applicable
	66	Report of Significant Deficiencies in Internal Controls	2	N/A	N/A		Company	If applicable
	67	Request for Exemption to File	2	N/A	N/A		Company	If applicable

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

V. STATE REQUIRED FILINGS for ARKANSAS

101	Filings Checklist	Required for Domestic Companies <u>only</u> . (With Column 1 completed)
102	Signed Jurat Page- Due 3/1	Foreign companies must file this page (For annual filing only). Document must be filed in electronic .pdf format at: Kimberly.johnson@arkansas.gov
103	Anti Fraud Assessment- Due 6/30	http://www.insurance.arkansas.gov/Accounting/divpage Due No later than June 30th each year. For questions: 501-371-2790
105	CHIP FORM Due 3/01	http://chiparkansas.org/ Mandatory AR Comprehensive Health Ins Pool Form Due Annually March 1st . For questions, 1-800-285-6477
106	CFRF FORM- Due 6/30	http://www.insurance.arkansas.gov/Accounting/divpage.htm Company Financial Regulation Fee- Form will be available on-line after March 15. Due Annually June 30th . For questions, 501-371-2605, Carla Kincannon There is a fine if you file this form late. All companies must file this form, even if you have not written any business in our state. If you file late, there is a fine for each day you are late.
107	State Filing Fees	All filings fees for certificate of authority renewal and annual statement filing fees are included on the premium tax forms. Do not send in these fees in separately. For additional questions, please contact the Accounting Division: 501-371-2605.
108	Premium Tax, Annual Continuation Fees, & Online EFT Info	http://www.insurance.arkansas.gov/Accounting/divpage.htm For questions, 501-371-2605.
109	Certificate of Deposit – Due 3/1	See NOTE O below for Instructions.
110	Arkansas Domestic Insurers Affiliated Transaction Disclosure Form- Due on 3/1, 5/15, 8/15, 11/15	This form is for <u>Domestics Only</u> . http://www.insurance.arkansas.gov/finance/financialstmthomepagefiles/FormAIDFISTDR.DOC To be completed and submitted with each Annual and Quarterly Financial Statement.
111	Holding Company Registration Statement (FOR DOMESTIC COMPANIES ONLY)	<u>For Domestic Companies only</u> - See Rule 15 at: http://www.insurance.arkansas.gov/Legal%20Datatransactionservices/rnrpage.htm and BULLETIN 4-99 Notwithstanding the frequency or lack of filed amendments reporting material transactions in the intervening period, each domestic insurer subject to registration under this Rule shall update, restate and refile with the Department a full and complete registration statement (Form B), with the companion summary (Form C), <i>annually on or before May 1st</i> . The Form B filing shall be accompanied by the proper Rule 57 fee.

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person:	<p>Contact for Financial Statements: Finance Division 501-371-2680, fax 501-371-2747 Kimberly.johnson@arkansas.gov</p> <p>Contact for Premium Taxes Accounting Division 501-371-2605 Insurance.accounting@arkansas.gov</p>
B	Mailing Address for ANNUAL/QUARTERLY STATEMENTS All items must be mailed U.S Mail, Postal Express (Fed Ex, UPS and Etc.); Priority Mail & Certified Mail is also accepted. All filings must be physically received at the address noted, no later than the due date. Companies will be fined \$100 per day for a late filing	Arkansas Insurance Department 1200 W. Third Street Little Rock, AR 72201-1904 Attn: Kimberly Johnson/Finance
C	Mailing Address for ANNUAL STATEMENT FILING FEES: DO NOT MAIL PREMIUM TAX PAYMENTS WITH ANNUAL STATEMENTS. All filings must be physically received at the address noted, no later than the due date. Companies will be fined \$100 per day for a late filing	Arkansas Insurance Department 1200 W. 3rd Street Little Rock, AR 72201-1904 Attn: Accounting Division
D	Mailing Address for Premium Tax Payments: <u>SAME AS NOTE C ABOVE.</u> DO NOT MAIL PREMIUM TAX PAYMENTS WITH ANNUAL STATEMENTS.	ACCOUNTING DIVISION Arkansas Insurance Dept. 1200 W. Third Street Little Rock, AR. 72201-1904
E	Delivery Instructions: All filings must be physically received at the Department, no later than the indicated due date. <i>If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.</i> (PLEASE DESIGNATE WHAT PERSON OR DIVISION THE FORMS ARE BEING DELIVERED TO)	Arkansas Insurance Department 1200 W. Third Street Little Rock, AR. 72201-1904

F	Late Filings:	Companies will be fined \$100 per day for a late filing.
G	Original Signatures:	Original signatures required on all filings from domestic companies. Foreign companies should follow the instructions in the NAIC Annual Statement Instructions.
H	Signature/Notarization/Certification:	Two of 3 signatures are required on the Annual Statements. They must be signed by either of the following: President or Vice President with either the Secretary or Actuary. Foreign companies should follow the instructions in the NAIC Annual Statement Instructions.
I	Amended Filings: (Submit to address in Note B listed above) <u>Remember to provide a newly signed jurat page with all amended filings.</u>	Domestic Companies: File 2 copies of the amended items within 10 days of the amendments, including an explanation of the amendment. If there are signature requirements for the original filing, it should be followed for any amendment. Foreign Companies: email amended filing, with an explanation of what is being amended to Kimberly.johnson@arkansas.gov
J	Exceptions from normal filings: Submit requests for extensions/exemptions to : Brenda Haggard , Manager of Financial Analysis. Mailing address: See Note B	Foreign companies must supply a copy of any exemption or extension received by its state of domicile at least 10 days prior to the filing due date. Domestic companies should apply at least 30 days prior to the due date.
K	Bar Codes (State or NAIC)	Please follow the NAIC instructions. Arkansas does not use bar codes.
L	Signed Jurat Page <i>for Foreign Companies</i>	<u>Do not send in a hard copy</u> , only email a copy to: Kimberly.johnson@arkansas.gov
M	NONE Filings:	File as “NA” if the form does not apply or as “NONE” if there is nothing to report.
N	Independent CPA	Foreign insurers are not required to notify this Dept. of this change.
O	Certificate of Deposit : Send under separate cover to: Malisa Landers, Securities Administrator. See Note B for mailing address Questions: 501-371-2679 E-mail: Malisa.landars@arkansas.gov	All foreign insurance companies (except for Fraternal and Arkansas Domestic) who hold a certificate of authority in Arkansas are required to send under separate cover an original Certificate of Deposit from their state of domicile.

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The *Annual Statement Electronic Filing* includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The *March .PDF Filing* is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The *Supplemental Electronic Filing* includes all supplements due April 1, per the *Annual Statement Instructions*.

The *Supplemental .PDF Filing* is the .pdf file for all supplements due April 1.

The *Quarterly Electronic Filing* includes the quarterly statement data.

The *Quarterly .PDF Filing* is the .pdf for quarterly statement data.

The *June .PDF Filing* is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions

(generally, on its web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.