

## HEALTH ENTITIES

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF: \_\_\_\_\_ Filings Made During the Year 2024-----

(1) Checklist	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
<b>I. NAIC FINANCIAL STATEMENTS</b>								
	1	Annual Statement (8 ½"X14")	1	EO	XXX	3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E29)	1	EO	XXX	3/1	NAIC	
	2	Quarterly Financial Statement (8 ½" x 14")				5/15, 8/15, 11/15	NAIC	
			1	EO	XXX			
<b>II. NAIC SUPPLEMENTS</b>								
	11	Accident & Health Policy Experience Exhibit	1	EO	XXX	4/1	NAIC	
	12	Actuarial Opinion	1	EO	XXX	3/1	Company	
	13	Life Supplemental Data due March 1	1	EO	XXX	3/1	NAIC	
	14	Life Supplemental Data due April 1	1	EO	XXX	4/1	NAIC	
	15	Life Supp Statement non-guaranteed elements – Exh. 5, Int. #3	1	EO	XXX	3/1	Company	
	16	Life Supp Statement on par/non-par policies – Exh. 5 Int. 1&2	1	EO	XXX	3/1	Company	
	17	Life, Health & Annuity Guaranty Association Assessable Premium Exhibit, Parts 1 and 2	1	EO	XXX	4/1	NAIC	
	18	Long-Term Care Experience Reporting Forms	1	EO	XXX	4/1	NAIC	
	19	Management Discussion & Analysis	1	EO	XXX	4/1	Company	
	20	Market Conduct Annual Statement Premium Exhibit for Year	XXX	EO	XXX	3/1	NAIC	
	21	Medicare Part D Coverage Supplement	1	EO	XXX	3/1, 5/15, 8/15, 11/15	NAIC	
	22	Medicare Supplement Insurance Experience Exhibit	1	EO	XXX	3/1	NAIC	
	23	Risk-Based Capital Report	1	EO	XXX	3/1	NAIC	
	24	Schedule SIS	1	N/A	N/A	3/1	NAIC	
	25	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	26	Supplemental Health Care Exhibit (Parts 1 and 2 )	1	EO	XXX	4/1	NAIC	
	27	Supplemental Investment Risk Interrogatories	1	EO	XXX	4/1	NAIC	
<b>III. ELECTRONIC FILING REQUIREMENTS</b>								
	61	Annual Statement Electronic Filing	XXX	EO	XXX	3/1	NAIC	
	62	March .PDF Filing	XXX	EO	XXX	3/1	NAIC	
	63	Risk-Based Capital Electronic Filing	XXX	EO	N/A	3/1	NAIC	
	64	Risk-Based Capital .PDF Filing	XXX	EO	N/A	3/1	NAIC	
	65	Supplemental Electronic Filing	XXX	EO	XXX	4/1	NAIC	
	66	Supplemental PDF Filing	XXX	EO	XXX	4/1	NAIC	
	67	Quarterly Statement Electronic Filing				5/15, 8/15, 11/15	NAIC	
			XXX	EO	XXX			
	68	Quarterly PDF Filing				5/15, 8/15, 11/15	NAIC	
			XXX	EO	XXX			
	69	June .PDF Filing	XXX	EO	XXX	6/1	NAIC	
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>								

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			Domestic		Foreign			
			State	NAIC	State			
	81	Accountants Letter of Qualifications	1	EO	N/A	6//1	Company	
	82	Audited Financial Reports	1	EO	XXX	6/1	Company	
	83	Audited Financial Reports Exemption Affidavit	1	N/A	N/A	12/31	Company	
	84	Communication of Internal Control Related Matters Noted in Audit	1	EO	N/A	8/1	Company	
	85	Independent CPA (change)	1	N/A	N/A	5 Days from event	Company	
	86	Management’s Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
	87	Notification of Adverse Financial Condition	1	N/A	N/A	5 Days from event	Company	
	88	Relief from the five-year rotation requirement for lead audit partner	1	EO	N/A	3/1	Company	
	89	Relief from the one-year cooling off period for independent CPA	1	EO	N/A	3/1	Company	
	90	Relief from the Requirements for Audit Committees	1	EO	N/A	3/1	Company	
	91	Request for Exemption to File Management’s Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
		<b>V. STATE REQUIRED FILINGS</b>						
	101	Filings Checklist (with Column 1 completed)	1	XXX	EO	3/1	State	
	102	Annual Statement (8 ½ “x 14”)	EO	XXX	XXX	3/1	Company	
	103	Signed Jurat	EO	XXX	XXX	3/1	Company	
	104	State Filing Fees: All 2024 Georgia Annual Company License Renewal Invoices must be paid via GIMS Company Portal <b>ONLY</b> after electronic data submission of annual renewal is complete.  Invoices are no longer available before annual renewal submission. They can be found after the annual renewal submission at checkout and paid <b>ONLY</b> electronically. <b>(https://gims.oci.ga.gov/s/)</b>	EO	XXX	EO	3/1	Company	A-O
	105	<b>Appointment of Attorney- in-Fact by Insurer (FKA GID-003-RS)</b>  <b>Please note-</b> GID-003-RS form is no longer required to be uploaded, as all submissions are now an electronic data entry experience through GIMS Company Portal.  <b>Applicable for ALL insurance carriers licensed in the 2024 calendar year.</b>  Has there been a change to the individual (Attorney-in-Fact by Insurer) listed from the previous year?  <b>A “Yes”</b> response requires electronic data submission response including the new Appointment of Attorney- in-Fact by Insurer  <b>B “No”</b> response indicates that the Appointment of Attorney- in-Fact by Insurer on file is current and correct.	EO	XXX	EO	3/1	State	A-O

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			Domestic		Foreign			
			State	NAIC	State			
	106	<p><b>Application for Renewal of Certificate of Authority (FKA GID-010-RS)</b></p> <p><b>Please note-</b> GID-010-RS form is no longer required to be uploaded,as all submissions are now an electronic data entry experience through GIMS Company Portal.</p>	EO	XXX	EO	3/1	State	A-O
	107	<p><b>Insurance Company's Annual Statement of Publication (GID-011-RS and Affidavit of Publication)</b></p> <p>This is a <b>two-part</b> filing. Part-one is the Insurance Company's Annual Statement of Publication. Part-two is the Affidavit of Publication.</p> <p>The <b>Affidavit of Publication</b> can be received from the publishing company once the Insurance Company's Annual Statement of Publication (GID-011-RS) is published in the local newspaper. The Affidavit of Publication <u>provides proof</u> of the annual statement being <u>published in a newspaper</u> located in the State of Georgia.</p> <p>***Both requirements <b>must</b> be submitted by the company to complete the filing.</p> <p><b>Please note-</b> GID-011-RS form is no longer required to be uploaded,as all submissions are now an electronic data entry experience through GIMS Company Portal. The GID-011-RS form will still be made available to submit to a State of Georgia Newspaper Publishing Company. This is made available on our website.</p>	EO	XXX	EO	3/1	State/Com pany	A-O
	108	<p>GID-016-RS - Affidavit of Investment by Domiciliary Insurers.</p> <p>***This form is made available under Annual Renewals on our website <b>oci.ga.gov</b></p>	EO	XXX	XXX	3/1	State	A-O
	109	<p><b>Initial Statement of Beneficial of Equity Securities (FKA GID-018-RS)</b></p> <p><b>A "Yes"</b> response requires submission of the GID-018-RS.</p> <p><b>B "No/NA"</b> response indicates that the GID-018-RS is not applicable or does not require an update.</p> <p><b>Please Note: GID-018-RS pdf/hardcopy are no longer used, as all submissions are now an electronic data entry experience through GIMS Company Portal.</b></p> <p>***Notarized documents no longer required</p>	EO	XXX	EO	3/1	State	A-O

Checklist	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
	110	<p><b>Illegal Immigration Reform and Enforcement Act Citizen Affidavit Form. (FKA GID-276-EN)</b></p> <p>In accordance with O.C.G.A. §50-36-1, the Office of Insurance and Safety Fire Commissioner is required to verify the lawful presence of all new and renewal applicants. Applicable for all insurance carriers licensed in the 2024 calendar year regardless of previous year submissions.</p> <p><b>•If applying on behalf of a business entity, then an employee or officer of the business entity, who has authority, must complete, and submit these documents as set forth in [a] and/or [b] above.</b></p> <p>Please note that this is a <b>two-part</b> filing. Part one is the Illegal Immigration Reform and Enforcement Act Citizen Affidavit electronic data submission. Part-two is the electronic submission of the front and back of the secure and verifiable identification document.</p> <p>***Both requirements <b>must</b> be submitted by the company to complete the filing.</p> <p><b>Please Note: GID-276-EN form is no longer required to be uploaded, as all submissions are now an electronic data entry experience through GIMS Company Portal.</b></p> <p>***Notarized documents no longer required</p>	EO	XXX	EO	3/1	State	A-O
	111	Certificate of Compliance	EO	XXX	EO	3/1	State	A-O
	112	Certificate of Deposit	EO	XXX	EO	3/1	State	A-O
	113	State Page for Georgia	EO	1	EO	3/1	Company	A-O
	114	MCAS Filing	XXX	1	XXX	6/30	Company	A-O
	115	Form B- Holding Company Registration Statement	1	XXX	XXX	4/30	Company	A-O
	116	Form F-Enterprise Risk Report	1	XXX	XXX	4/30	Company	A-O
	117	ORSA	1	XXX	XXX	4/30	Company	A-O
	118	Group Capital Calculation	1	XXX	XXX	5/1	Company	A-O
	119	Corporate Governance Annual Disclosure	1	XXX	XXX	6/1	Company	A-O

\*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.

\*\*\*For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

\*\*\*\*For those states that have adopted the NAIC updated Holding Company Model Act, a Form F filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*\*For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

NOTES AND INSTRUCTIONS		
A	Required Filings Contact Person:	<p><b>Keyatta Kelly</b>  <b>Phone:</b> 404-463-2104  <b>Email:</b> Regservices@oci.ga.gov</p>
B	Renewal Submissions:	<p>Annual Renewal is now submitted electronically through <b>GIMS Company Portal</b>. Hardcopy submissions are <b>no longer</b> accepted. We no longer provide annual renewal forms, submissions are now text box entry. Please see section D for instructions on setting up a GIMS Company Portal account.</p> <p><b>GIMS Company Portal:</b>  <a href="https://gims.oci.ga.gov/s/">https://gims.oci.ga.gov/s/</a>  GIMS Customer support: <a href="tel:1-800-404-4467">1-800-404-4467</a></p>
C	Filing Fees:	<p>Annual Renewal filing fee is \$700.00 plus \$5.00 processing fee. The filing fee is now paid electronically through <b>GIMS Company Portal</b> on the last page of the annual renewal application and cannot be paid until filing submission. Hardcopy checks and submissions are <b>no longer</b> accepted. Hard-copy checks and submissions are no longer accepted for V. State Required Filings. Please see section D for instructions on setting up a GIMS Company Portal account.</p> <p><b>GIMS Company Portal:</b>  <a href="https://gims.oci.ga.gov/s/">https://gims.oci.ga.gov/s/</a>  GIMS Customer support: <a href="tel:1-800-404-4467">1-800-404-4467</a></p>
D	Creating a <b>GIMS Company Portal</b> Account: (All insurance carriers licensed in the State of Georgia are required to set up and maintain a portal account.)	<p>The information below will guide you through setting up a dedicated Portal Account Administrator in the new <b>GIMS Company Portal</b>.</p> <p>Each Company Portal can have <i>2 Administrators and up to 10 users</i>.</p> <p>Only Administrators will have full access to the portal and can add or delete another Administrator or User.</p> <p>Please Register for access to the GIMS Company Portal at (<a href="https://gims.oci.ga.gov/s/">https://gims.oci.ga.gov/s/</a>)</p> <p>Start by clicking on the Company Portal Tab located on the right top of the screen.</p>

			<p>***Please note, the log in for the old company portal will <b>NOT</b> work for the new <b>GIMS Company Portal</b>.</p> <p>After clicking on the Company Portal tab, you will be redirected to the login page. Click on register if you have not registered for access to the portal.</p> <p>An Authorization Letter is required to be submitted before you can have access to the Company Portal. The Authorization Letter <b>must</b> include the following:</p> <ul style="list-style-type: none"> <li>• The Authorization Letter must be on Company Letterhead.</li> <li>• Signed by President/Vice President <b>only</b>.</li> <li>• The NAIC #, License #, ORGID # and FEIN must be included along with the Name of the registering Company.</li> <li>• First and Last Name of the Administrator must be listed along with the telephone number and email address.</li> </ul>
	E	Accessing the Annual Renewal Packages:	<p>Please access the <b>GIMS Company Portal</b> website at:  <a href="https://gims.oci.ga.gov/s/">(https://gims.oci.ga.gov/s/)</a></p> <p>Click on the Company Portal Tab for at the top of the screen to be redirected to the Company Portal Login page.</p> <p>Once registration is complete and your password is reset, enter your log in credentials. Once you are logged in, select the company you would like to renew. After selecting a company, you will be redirected to the Home Page of your company where you can click on the Renewal Tab, located on the left side of the screen.</p> <p>Please be advised, if you do not see the Renewal tab, the window for annual renewal has not opened or has expired.</p>

			<p>After you select the Renewal Tab, you may start your annual renewal. As a special note, previous year's annual renewal documents are no longer required as part of your submission. The application process is now done via electronic data entry. Once you start the application, you will have the capability to save the application as a draft and come back to it. Once you complete the annual renewal and click on the attestation and provide an electronic signature, you will be redirected to the payment page to process the filing fee payment. Once your payment and application are submitted, you will receive an email with the receipt and an application review summary. Please allow 3-5 business days for payment processing.</p> <p>Please be sure to check your email inbox, spam/junk folder to ensure you receive all notifications from our department.</p>
	F	<p>Payment of the Annual Renewal Fee:<i><b>(Invoices will no longer be made available before the annual renewal filing submission)</b></i></p>	<p>The Total Annual Renewal Fee is <b>\$700.00</b> plus <b>\$5.00</b> processing fee.</p> <p>If you submit a change in Service of Process as part of your annual renewal, the payment and processing fee will be added to your annual renewal invoice.</p> <p>The Georgia Department of Insurance will <b>no longer</b> send out email invoices. Each company will generate an invoice in the GIMS Company Portal and can be paid electronically at the <u>completion of your renewal</u>. Once a payment is made, you will have access to all paid invoices and receipts through your <b>GIMS Company Portal</b>.</p>
	G	<p>Late Filings:</p>	<p>ALL annual renewals submitted after March 31st will incur a <b>\$15.00 per day late fee</b> and will be added to your annual renewal invoice. <b>\$15.00 per day late fee</b> will go into effect <b>April 1st</b> of each filing year.</p>
	H	<p>Delivery Instructions: Domestic Insurers:</p>	<p>Please note that Georgia is an inhouse state. All documentation filed electronically must be submitted on or before March 1, 2024. The</p>

			<p>required Annual Renewal submission must be processed electronically through <b>GIMS Company Portal</b>.</p> <p>Each Licensed insurer within a holding company system of multiple Georgia-licensed carriers must file separate annual renewal package for each licensed entity clearly marked with the name of the carrier and NAIC number.</p> <p>Electronic signatures are now being accepted along with Attestation for domestic insurers.</p> <p>If the due date falls on a weekend or a day that the Georgia Department of Insurance is closed, the annual renewal electronic submission is still due by March 1st.</p>
	I	Delivery Instructions: Foreign Carriers:	<p>Please note that Georgia is an inhouse state. All documentation filed electronically must be submitted or before March 1, 2024. The V. State Required Section of the Annual Renewal submission must be processed electronically through <b>GIMS Company Portal</b>.</p> <p>Each Licensed insurer within a holding company system of multiple Georgia-licensed carriers must file separate annual renewal package for each licensed entity clearly marked with the name of the carrier and NAIC number.</p> <p>Electronic signatures are now being accepted along with Attestation for domestic insurers.</p> <p>If the due date falls on a weekend or a day that the Georgia Department of Insurance is closed, the annual renewal electronic submission is still due by March 1st.</p>
	J	Original Signatures:	<p>Both domestic and foreign insurers are required to file the annual renewal packages electronically through <b>GIMS Company Portal</b>. Electronic Signatures are now allowed along with the require Attestation response.</p>



K	Signature/ Notarization / Certification:	<p>All annual renewal documents are no longer hardcopy submissions. Electronic data entry submissions are processed through <b>GIMS Company Portal</b>. Wet Signatures, Notarizations and Certifications are now only required for the submission of your Certificate of Deposit and Certificate of Compliance provided from your domiciled state.</p>
L	<p>Exceptions to normal filings: (Please note that the processing fee and documentation for these filings is submitted electronically via the <b>NAIC SERFF system</b>):</p>	<p>Please note: This filing method and fee payment method is a change from prior years when paper filings were requested with this set of annual renewal instructions. All Life/Health writing Companies, if applicable because of activity in these Georgia product markets, a Listing of Exempt filings, per Rule 120-2-25-.04 and/or the Small Group Pooling Certification, per Rule 120-2- 10.12(9) or Life /Annuity Advertising Annual Certification, per Rule 120-2-11.11(2) or Accident and Sickness Advertising Annual Certification, per Rule 120-2-12-.19(3) should be submitted via the NAIC SERFF system as T0: "Other" and Description "Annual Exempt Forms Listing" or "Small Group Pooling and Rating Annual Certification" or "Annual Advertising Certification", respectively, as applicable. A \$25.00 filing fee for each of these respective forms, paid by EFT within SERFF is required, as is normal with all other policy forms related filings. If you are not familiar with SERFF filing and/or EFT fees payment issues, please seek appropriate guidance from your corporate compliance or policy forms filing internal personnel.</p>
M	Filings new, discontinued or modified materially since last year:	<p>All 2024 Georgia Annual Company License Renewal Invoices must be paid via GIMS Company Portal <u>after</u> the annual renewal application is processed electronically.</p> <p>All 2024 V. State Specific section of the Georgia Annual Renewals must be submitted electronically though <b>GIMS Company Portal</b>.</p> <p><b>GIMS Company Portal</b>  <a href="https://gims.oci.ga.gov/s/">(https://gims.oci.ga.gov/s/)</a></p>

			<p>Electronic signatures are now accepted for both domestic and foreign carriers along with Attestation.</p> <p>New Filings- State Page for Georgia, MCAS Filing and the CPA/Auditor Awareness Letter</p> <p>The Market Conduct Annual Statement ("MCAS") is a mandatory filing that collects data on a state-specific, industry-wide basis. MCAS data is collected for various lines of business. The NAIC and participating states use this data to determine if there are market conduct problems at a company, in the state, or in the industry. It is crucial that insurers submit accurate data on time. Please note that all applicable lines of business except for the Health line of business are due on 4/30. The Health line of business's <b>MCAS</b> filings are due on 6/30. Please contact <a href="mailto:marketconduct@oci.ga.gov">marketconduct@oci.ga.gov</a> with any additional questions. The <b>MCAS</b> filings only need to be submitted electronically to the NAIC.</p> <p>The CPA/ Auditor Awareness Letter is no longer a requirement.</p>
	N	Signed Jurat:	Required for domestic carriers only
	O	Bar Codes (State or NAIC):	N/A

**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 be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM 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 submitting 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 annual statement data, detail for investment schedules and supplements due March 1.

The **Risk-Based Capital Electronic Filing** includes all risk-based capital data.

The **Risk-Based Capital.PDF Filing** is the .pdf file for risk-based capital data.

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 supplemental schedules and exhibits due April 1.

The **Quarterly Electronic Filing** includes the complete quarterly filing and the PDF files for all quarterly data.

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

The **June.PDF Filing** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

**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 (EX) 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 (EX) 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 have chosen 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 the state 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.