



## OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

**JOHN F. KING**  
COMMISSIONER OF INSURANCE  
SAFETY FIRE COMMISSIONER  
INDUSTRIAL LOAN COMMISSIONER

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[www.oci.ga.gov](http://www.oci.ga.gov)

**To:** County Mutual Fire Companies  
**From:** Limited Risk Entities Division  
**Re:** Annual Statement Filing Instructions

As a licensed County Mutual Fire Company, our law and regulations require you to file the following required annual renewal documents by **March 1<sup>st</sup>**, according to O.C.G.A. § 33-16-18:

- (1) The County Mutual shall pay a filing fee as provided in O.C.G.A. §33-8-1(1) (H) and (6) (J). **The Annual Statement filing fee is \$75.00.** The \$75.00 filing fee is comprised of a \$25.00 renewal fee for the Certificate of Authority and a \$50.00 for the Annual Statement filing.
- (2) Citizenship Affidavit form (**GID-276-EN**) along with verifiable identification.
- (3) Application for Renewal of Certificate of Authority (**GID-010-RS**).
- (4) An Insurance Company Annual Statement for Publication (**GID-011-RS**).
- (5) Appointment of Attorney-in-fact by Insurer (**GID-003-RS**).
- (6) Affidavit of Investment by Domiciliary Insurers (**GID-016-RS**).
- (7) Annual Statement (**GID-378-NT**).
- (8) According to O.C.G.A § 33-16-6, the number of directors shall be not less than three. A majority of the board of directors shall be a quorum for the transaction of business. No person shall be or act as a director of the insurer who does not have currently effective insurance in force in the insurer. **Provide proof of insurance in force with the County Mutual.**

The above items must be completed and returned to this Office by March 1 each year. If, for any reason, any of the application is incomplete, the filing will be deemed late. Please note that County Mutual licenses are effective from July 1 to June 30.

For your convenience, all forms may be accessed through the Department's website. The address is: [www.oci.ga.gov](http://www.oci.ga.gov), under "Limited Risk" at the top of the home page, then choose the category for "County Mutual" and then choose County Mutual Renewal Instructions Letter. If you have any questions or are no longer in business, please contact Tammy Brewster at [tbrewster@oci.ga.gov](mailto:tbrewster@oci.ga.gov) or 404-656-7556.

**Please submit all documents as one attachment for each category as one pdf, this will expedite processing of your application.**