



Office of Commissioner of Insurance and Safety Fire

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JOHN F. KING
*Commissioner of Insurance
and Safety Fire*

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Atlanta, Georgia 30334

To: Life Plan Communities

Re: Annual Statement Filing Instructions

Our department implemented a process that allows Limited Risk Entities to file their annual renewal packet electronically using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. You have to determine who you want as company portal administrators, please send the information as an email attachment to LimitedRisk@oci.ga.gov.

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal. The information is needed for setting up an account:

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

ALL RENEWALS WILL BE FILED ELECTRONICALLY through the company portal under Annual Renewal Packet. For your convenience, all forms may be accessed through the Department's website: oci.ga.gov, under choose "Limited Risk" and then choose the category for "Life Plan Communities" under "Forms".

As a licensed Life Plan Communities (LPC), our law and regulations require you to file an annual statement and notice of major change in the organization by **June 1st**. Specifically the law found at O.C.G.A. § 33-45-5 states:

(1) Provide Citizenship Affidavit form (**GID-276-EN**), along with verification.

(2) Each LPC must provide an Annual Statement (**GID-60-EN**).

(3) At the time of filing its annual statement, the CCRC shall pay a filing fee as provided in O.C.G.A. §33-8-1. **The filing fee is \$75, plus a \$5 processing fee.** The renewal fees may be paid by credit card, E-check or EFT. If paying by credit card or E-check, a small convenience fee will be charged by the Department's electronic payment vendor, ACI, in addition to your annual renewal payment. If paying by EFT, please follow the instructions located in the Official EFT Request module in the Portal and make sure to include your **Payor ID/ORGID Number** and **Invoice ID Number** when submitting your payment information to your bank in order to ensure proper posting to your account.

(4) Change of ownership or principals, requires a new biographical statement (**GID-59-EN**) and Investigative Background Report for each individual changed in the organization.

(5) Disclosure Statement Checklist (**GID-372-NT**).

(6) Each authorized LPC shall file a revised disclosure statement and such other information and data showing its condition as of the last day of the preceding calendar year or fiscal year of the provider as stated in O.C.G.A § 33-45-6. The statement shall be filed annually on or before **June 1st** or within such extension of time therefore as the Commissioner for good cause may have granted and shall be for the preceding calendar year. If the department does not receive the required information on or before June 1, a late fee may be charged. The department may approve an extension of up to 30 days.

(7) LPC Annual Renewal Check Sheet (**GID-384-NT**)

The above information (Items 1-7) must be completed in their entirety to Annual Renewal Packet and submitted electronically through the company portal **ON OR BEFORE JUNE 1, 2021**. If, for any reason, **any** of the application is incomplete, the filing will be deemed late. Please note that, in accordance with the legislation, CCRC licenses are to be effective from July 1 to June 30. Please submit in the order listed above. Failure to do so will cause a delay in the processing of your application request. **All Life Plan Communities licenses will expire June 30, 2021.**

Please contact LimitedRisk@oci.ga.gov with any questions or concerns.

Life Plan Communities Annual Renewal Check Sheet (GID-382-NT)

Name of Company: _____

EIN: _____ Check#: _____

Contact Person: _____

Email: _____

_____ Citizenship Affidavit – **GID-276-EN**

_____ Annual Statement – **GID-60-EN**

_____ Biographical Statement – **GID-59-EN**

_____ Investigative Background Report

_____ Disclosure Statement

_____ Renewal Application Fee \$75.00 plus \$5 processing fee