



Office of Commissioner of Insurance and Safety Fire

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

Two Martin Luther King Jr. Drive
West Tower, Suite 702
Atlanta, Georgia 30334

TO: All Licensed Risk Retention Groups

RE: Annual Statement Filing Instructions

This is to advise you of the procedural changes for ALL Limited Risk Entities and their annual renewal process. The State of Georgia has implemented a process that allows ALL Limited Risk Entities to file their annual renewal documents electronically using our Company Portal. The Company Portal is the primary vehicle our department uses to collect and disseminate information, such as directives and bulletins.

Below you may find information on how to set up an account. Each Entity must designate two or more individuals within the company as the "Company Portal" Account Manager(s). Once you have determined whom you want as company portal administrators, please send your email to limitedrisk@oci.ga.gov. The letter MUST follow the format below:

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

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.

As a registered Risk Retention Group in the state of Georgia you are required to file the following items pursuant to O.C.G.A. § 33-40-4(c) by **March 1** of every year:

1. Annual Statement
2. **\$250 Filing Fee, plus \$5 processing fee.** 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.
3. Complete Names of Officers and Directors (Jurat Page)
4. A certificate of Compliance from State of Domicile
5. A certificate of Deposit from State of Domicile (if applicable)
6. Actuarial Statement of Opinion/Loss Reserve Opinion
7. SVO Certificate (if applicable)
8. Report of Examination
9. Risk Based Capital Summary Report
10. Citizenship affidavit (GID-276-EN), with verification
11. Annual Renewal Check Sheet (GID-239-NT)

Besides the above, the Management Discussion is due by April 1, the Audited Financial Statements are due on June 1 and quarterly statements are due May 15, August 15 and November 15. Please make a copy of your check and include it in the renewal to the department. Please submit in the order listed above. Failure to do so will cause a delay in the processing of your application request.

If you have any questions, please email limitedrisk@oci.ga.gov.