

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2022

(1) Checklist	(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	0	3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E29)	2	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	0	5/15, 8/15, 11/15	NAIC	
II. NAIC SUPPLEMENTS								
	11	Actuarial Opinion	2	EO	0	3/1	Company	
	12	Investment Risk Interrogatories	2	EO	0	4/1	NAIC	
	13	Management Discussion & Analysis	2	EO	0	4/1	Company	
	14	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	15	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	2	N/A	0	4/1	NAIC	
III. ELECTRONIC FILING REQUIREMENTS								
	61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	63	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	64	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	65	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	66	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	67	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
IV. AUDIT/INTERNAL CONTROL RELATED REPORTS								
	81	Accountants Letter of Qualifications	2	EO	N/A	6/1	Company	
	82	Audited Financial Reports	2	EO	0	6/1	Company	
	83	Audited Financial Reports Exemption Affidavit	2	N/A	N/A		Company	
	84	Communication of Internal Control Related Matters Noted in Audit	2	EO	N/A	8/1	Company	
	85	Independent CPA (change)	2	N/A	N/A		Company	
	86	Management's Report of Internal Control Over Financial Reporting	2	N/A	N/A	8/1	Company	
	87	Notification of Adverse Financial Condition	2	N/A	N/A		Company	
	88	Request for Exemption to File	2	N/A	N/A		Company	
	89	Relief from the five-year rotation requirement for lead audit partner	2	EO	0	3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA	2	EO	0	3/1	Company	
	91	Relief from the Requirements for Audit Committees	2	EO	0	3/1	Company	

V. STATE REQUIRED FILINGS***								
	101	Corporate Governance Annual Disclosure***	2	0	N/A	6/1	Company	
	102	Filings Checklist (with Column 1 completed)	1	0	0	3/1	State	
	103	Form B & C - Holding Company Registration Statement. Must be accompanied by the proper Rule 57 fee of \$100.	2	0	0	5/1	Company	
	104	Form F-Enterprise Risk Report ****	2	0	N/A	5/1	Company	
	105	ORSA *****	2	0	N/A	11/1, if applicable	Company	

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			Domestic		Foreign			
			State	NAIC				
	106	Premium Tax- https://insurance.arkansas.gov/pages/industry-regulation/accounting/ List of Forms & Due Dates: https://insurance.arkansas.gov/uploads/pages/filing_due_dates_2020.pdf Tax Filings & Annual Fees: https://www.optins.org/		0			State	
	107	State Filing Fees: https://www.optins.org/ All filing fees for certificate of authority renewal and annual statement filing fees are included on the premium tax forms.		0		3/1	State	
	108	Signed Jurat: Document must be filed in electronic .pdf format at: Insurance.finance@arkansas.gov	xxx	0	1	3/1 annual filing only	NAIC	
	109	Certificate of Deposit- All foreign insurers who hold a certificate of authority in Arkansas are now required to email a PDF electronic copy of an original Certificate of Deposit from the state of domicile only to the following email address: aid.certificateofdepositfiling@arkansas.gov (DO NOT MAIL HARD COPIES) On the subject line list the company's NAIC# and full name of the company. Questions: 501-371-2679 or malisa.landiers@arkansas.gov	N/A	0	1	3/1	State	
	110	Left Blank of Purpose						
	111	Certificate of Compliance & Certificate of Valuation	N/A	N/A	N/A	N/A	N/A	Not required
	112	Anti-Fraud Plan: Ark. Code Ann. §23-66-510 & Rule 66. For questions contact, Dan.Reber@arkansas.gov or 501-371-2796.	Varies by Company					Varies by Company
	113	Anti-Fraud Assessment & Company Financial Regulation Fee. https://www.optins.org/ These are on a Combined Form in the OptIns system.	1	0	1	6/1	OptIns	
	114	Arkansas Rural Risk Underwriting Association (ARRUA) Premium Reporting Form. The ARRUA Form collects premium information from companies holding a property license in Arkansas. It must be completed and submitted by March 1, annually. The form is available for online submission between December 15 and March 1. For Questions contact, Becky Harrington at 501-3712800 or Becky.Harrington@arkansas.gov https://insurance.arkansas.gov/pages/industry-regulation/compliance/property-casualty-insurers/property-casualty-data-reporting-requirements/arrua-annual-submission/	1	0	1	3/1	State	See Bulletin No. 30-2020

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			Domestic		Foreign			
			State	NAIC	State			
	115	<p>Affiliated Transaction Disclosure Form for Arkansas Domestics <i>not subject to</i> the Holding Co ACT- This form may be modified in a non-substantive manner to accommodate reporting. The original and one copy of the form should be mailed to:</p> <p>ARKANSAS INSURANCE DEPARTMENT FINANCE DIVISION 1 Commerce Way, Suite 505 Little Rock, AR 72202-2087</p> <p>This form may be filed electronically as a PDF file by emailing to insurance.finance@arkansas.gov. If</p>	2	0	N/A	3/1,5/15,8/15,11/15	State	All domestic companies (except FMAAs) which are not subject to the Holding Company Act

*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.

****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

*****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

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		
A	Required Filings Contact Person: Accounting Division 501-371-2605 insurance.Accounting@arkansas.gov	Contact for Financial Statements: Kimberly Johnson, Insurance Examiner, Finance Division 501-371-2680 insurance.finance@arkansas.gov
B	Mailing Address for ANNUAL/QUARTERLY STATEMENTS: All items must be mailed U.S Mail, Postal Express (UPS, Fed Ex or 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 Attn: Finance Division 1 Commerce Way, Suite 505 Little Rock, AR 72202-2087
C	Mailing Address for Filing Fees:	Filed and paid through OPTins http://www.optins.org/

D	Mailing Address for Premium Tax Payments:	Filed and paid through OPTins http://www.optins.org/
E	Delivery Instructions: All filings must be physically received at the Department, no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day. (PLEASE DESIGNATE WHAT PERSON OR DIVISION THE FORMS ARE BEING DELIVERED TO)	Arkansas Insurance Department Attn: Finance Division 1 Commerce Way, Suite 505 Little Rock, AR 72202-2087
F	Late Filings:	Companies will be fined \$100 per day for a late filing.
G	Original Signatures: Our Department will be temporarily accepting electronic 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: If a Company is unable to make a hard copy filing at this time, due to Covid, the Department will accept electronic filings with electronic signatures.	For questions: Send an email to Insurance.Finance@arkansas.gov
	See Bulletin No 32-2020 https://insurance.arkansas.gov/uploads/resource/documents/32-2020.pdf	All electronic filings should be emailed to: Insurance.Finance@Arkansas.gov
	Companies are expected to keep a list of all filings made electronically in lieu of hard copy filings, in order to file all hard copies with AID within 60 days after the state has allowed a universal return to work.	
I	Amended Filings or Request for an Extension to File: If your Company believes that it will not be able to meet a deadline required by law or order, please contact the Finance Division. Companies are required to make all mandated electronic filings with the NAIC, as well as those that are filed with the Department.	Insurance.Finance@arkansas.gov
J		

**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 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 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 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.

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