

**CAPTIVE FILING REQUIREMENTS FOR  
DOMESTIC CAPTIVE INSURANCE COMPANIES (Other than RRG and Association)**

REQUIRED FILINGS FOR THE ABOVE STATE	DUE DATE
<b>I. FINANCIAL STATEMENTS</b>	
Delaware Annual Statement	3/1
Quarterly Financial Statement (8 1/2" x 14") (if applicable)	5/15, 8/15, 11/15
<b>II. AUDITED FINANCIAL STATEMENTS</b>	
Audited Financial Statements	6/30
Letter of Qualifications	6/30
Report of Significant Deficiencies in Internal Controls	6/30
<b>III. OTHER REQUIRED FILINGS</b>	
Premium Tax	3/1
License Renewal Fees	3/1
Statement of Actuarial Opinion	6/30

	NOTES AND INSTRUCTIONS	
A	Copies	An electronic pdf of all documents contained in the filing or a cd containing pdfs of all documents contained in the filing and the ORIGINAL signature pages of all Notarized documents. The scanned documents need to arrive by the due date, but the original pages may be mailed thereafter. We do not require original CPA and actuary reports.
B	Required Filings Contact Person:	Annual Statement - <b>Jamie Bafundo</b> <a href="mailto:Jamie.Bafundo@state.de.us">Jamie.Bafundo@state.de.us</a> (302) 577-1211 Premium Taxes - <b>Ann Fletcher</b> <a href="mailto:Ann.Fletcher@state.de.us">Ann.Fletcher@state.de.us</a> (302) 674-7383
C	Mailing Address:	Delaware Department of Insurance Captive Insurance Program 704 North King Street Suite 602 Wilmington, DE 19801
D	Mailing Address for Premium Tax Payments and License Renewal Fees:	Delaware Department of Insurance Attn: Premium Tax Section 841 Silver Lake Blvd. Dover, DE 19904-2465
E	Delivery Instructions:	All filings must be postmarked or emailed no later than the date due. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
F	Late Filings:	Company's license may be suspended for refusal or failure to submit an annual report per Del. C. §6909a.
G	Signature/Notarization/Certification:	Two executive officers or other authorized persons.
H	Amended Filings:	File within 10 days of Amendment with explanation for the original filing, same should be followed for any amendment.
I	Exceptions from normal filings:	Apply at least 30 days prior to due date with written explanation. This letter should not be in the business plan or presented with the application.
J	Sponsored Cells and Series SBUs	A Balance Sheet and Income Statement is to be filed for each cell or SBU along with the consolidated financial statement.

