

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2024

(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	Please refer to all Notes					
	1	Annual Statement (8 ½" x 14")	2	EO	xxx	3/1	NAIC	Postmark date accepted. Notes G, H
	1.1	Printed Investment Schedule detail (Pages E01-E29)	2	EO	xxx	3/1	NAIC	Notes P
	2	Quarterly Financial Statement (8 ½" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	Postmark date accepted. Notes G, H
		II. NAIC SUPPLEMENTS	Notes F					
	11	Actuarial Opinion	2	EO	xxx	3/1	Company	
	12	Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	
	13	Management Discussion & Analysis	2	EO	xxx	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	xxx	4/1	NAIC	
		III. ELECTRONIC FILING REQUIREMENTS	Notes O					
	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	xxx	6/1	Company	Notes T
	83	Audited Financial Reports Exemption Affidavit	2	N/A	N/A	As Required	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	As Required	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	As Required	Company	
	88	Request for Exemption to File	2	N/A	N/A	As Required	Company	
	89	Relief from the five-year rotation requirement for lead audit partner	2	EO	xxx	3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA	2	EO	xxx	3/1	Company	
	91	Relief from the Requirements for Audit Committees	2	EO	xxx	3/1	Company	
		V. STATE REQUIRED FILINGS***						
	101	Premium Tax Return and Payments	1	0	1	3/1, 6/1	DISB	Notes D
	102	State Filing Fees (License Renewal)	1	0	1	4/30	DISB	Notes C, E
	103	Filing Checklist (with Column completed)	1	0	0		DISB	
	104	Signed Jurat Page	2	0	xxx	Various Dates	NAIC	Notes H
	105	Corporate Governance Annual Disclosure***	1	0	0	6/1	Company	Notes Q

(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			
	106	Holding Company System Annual Registration Statement (Form B)	1	0	0	4/30	Company	Notes Q
	107	Holding Company Systems Summary of Changes to Registration Statement (Form C)	1	0	0	4/30	Company	Notes Q
	108	Holding Company System Prior Notification or Material Transactions (Form D)	1	0	0	As Required	Company	Notes Q
	109	Holding Company System Pre-Acquisition Notification (Form E)	1	0	0	As Required	Company	Notes Q
	110	Holding Company System Enterprise Risk Report (Form F) ****	1	0	0	7/1	Company	Notes Q
	111	ORSA Summary Report *****	1	0	0	8/1	Company	Notes Q
	112	Biographical Affidavits	1	0	N/A	As Required	NAIC	Notes R
	113	Notification of Address Changes	1	0	1	As Required	NAIC	Notes S
	114	Group Capital Calculation (File with lead state only)	xxx	0	xxx		Company	Notes N

*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:	Samuel Merlo, Financial Examiner and Analyst Financial Analysis Division Phone: (202) 442-7833 E-Mail: sam.merlo@dc.gov Also, see Notes C and D below for license and premium tax contacts
	B	Mailing Address:	Nathaniel Kevin Brown, Director of Financial Examinations, Insurance Bureau, DC Department of Insurance, Securities and Banking Financial Analysis Division 1050 First Street, NE, Ste 801 Washington, DC 20002
	C	Mailing Address for Filing Fees:	License Renewal for Title Insurers - \$200.00. Make checks payable DC Treasurer: P.O. BOX 92180, Washington, DC 20090 Contact Person: Kathy Alexander kathy.alexander@dc.gov – (email) (202) 442-7819 (telephone)
	D	Mailing Address for Premium Tax Payments:	Payment of premium tax payments can be remitted as follows: Insurance Tax Return due on or before March 1 and Installment Reporting Statement due on or before June 1. Website address for Optins. https://login.optins.org/index.html Contact Person: Samuel Merlo, Financial Examiner and Analyst sam.merlo@dc.gov (e-mail) (202) 442 – 7833 (telephone)
	E	Delivery Instructions:	All annual financial statement filings must be postmarked no later than March 1st. Other financial filings must be postmarked no later than the indicated due date. License applications and filing fees must be physically received at the address in Note C no later than April 30th. Premium tax returns and payments must be received no later than March 1 st and Installment Reporting Statement due on or before June 1.
	F	Late Filings:	The Company will be fined \$100 per day for a late filing. Other actions including license suspension may be taken.
	G	Original Signatures:	Original signatures required on all filings from domestic companies.
	H	Signature/Notarization/Certification:	The following three Officers, or a person(s) performing similar functions, of DC domiciled insurers are required to certify, on the Jurat Page, Quarterly and Annual Financial Statements filed with Insurance Department, NAIC and other states: 1) Chief Executive Officer 2) Chief Financial Officer 3) Corporate Secretary • If your organization does not utilize the above titles, please notify the Financial Analysis Division and explain how the positions of the individuals who sign your financial statement perform similar functions to a CEO (President), CFO (Treasurer) or Secretary. • Individuals performing the duties of both CFO and Secretary must sign separately under each title. • Appropriate notarization is required. The name and address of any consulting person or organization who participated in the preparation of the annual statement must be noted on

			the Jurat Page of the statement.
	I	Amended Filings:	Amended items must be filed within 10 days of amendment, along with an explanation of the amendments for the original filings. If there are signature requirements for the original filings, same should be followed for any amendment. an amended Jurat Page, including amendment number, amendment filing date and the number of pages refiled.
	J	Exceptions from normal filings:	Foreign companies must supply a written copy of any exemption or extension received by its state of domicile at least 10 days prior to the filing date. Domestic companies should apply at least 30 days prior to the due date and, for extensions, must submit a written request explaining the reason for delay and detailed timeline of any expected component completion dates and contingencies.
	K	Bar Codes (State or NAIC):	Please follow the instructions in the NAIC Annual Statement Instructions.
	L	Signed Jurat:	See Notes G, H, and I above.
	M	NONE Filings:	The District of Columbia does not require the filings of a “NONE” page if the applicable supplement interrogatory indicated that the filing is non-applicable.
	N	Filings new, discontinued or modified materially since last year:	None of the filings have been discontinued since last year. Group Capital Calculation. Has not been adopted by the District of Columbia. (DISB)
	O	Electronic Filing Requirements:	See General Instructions for Companies to Use Checklist that follows for specific guidance on electronic filing requirements including the requirements to file certain items in the portable document format (PDF files). Any questions regarding electronic filing should be directed to the NAIC. The NAIC website is at http://www.naic.org . The main phone line is (816) 842-3600. The NAIC help desk line is (816) 783-8500.
	P	Item 1.1: Investment Schedule:	Domestic Companies are not required to submit an additional copy of the detailed investment schedules if they are already bound in the Annual Statement.
	Q	Annual & Other Holding Company Requirements:	Foreign Companies domiciled in States that have holding company system filing requirements, similar to the District of Columbia, are not routinely required to file with the DISB. Please refer to DC Code 31, Chapter 31, and Chapter 7 for guidance.
	R	Biographical Affidavits: Bio Form:	Bios should not be filed by Foreign/Alien companies who have filed with their state of domicile. We require all pages of the NAIC biographical affidavit to be completed. Incomplete affidavits will be considered unfiled. All bios should be updated for current officers and directors at the time any of the information changes. Bios for domestic companies must be filed in the original and kept current for Officers and Directors. For domestic companies, the Department requires original bios to be filed for all Officers and Directors listed on Jurat page: <ul style="list-style-type: none"> • When a new Officer or Director is named. • When the information of any current officer and/or director changes. • When the last bio filed with the Department is five years old. https://content.naic.org/sites/default/files/ucaa-industry-naic-biographical-affidavit.pdf

	S	Notification of Address Changes:	Whenever a company has a change in Statutory Home Office or Mailing Address, a form must be completed and submitted to enable us to update our records. Please complete the applicable NAIC UCAA Form (2c or 14) https://content.naic.org/industry/ucaa and file electronically through the UCAA system.
	T	Audited Statement:	Audited statements must be prepared on a statutory basis. Auditor must be an independent CPA.

**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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