**TITLE COMPANIES**

**COMPANY NAME: NAIC Company Code:**

**Contact: Telephone:**

**REQUIRED FILINGS IN THE STATE OF: Oklahoma Filings Made During the Year 2018**

| (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 ½” x 14”) | 1 | EO | xxx | 3/1 | NAIC | G, K |
|  | 1.1 | Printed Investment Schedule detail (Pages E01-E27) | 1 | EO | xxx | 3/1 | NAIC |  |
|  | 2 | Quarterly Financial Statement (8 ½” x 14”) | 1 | EO | xxx | 5/15, 8/15, 11/15 | NAIC | G, K |
|  |  |  |  |  |  |  |  |  |
|  |  | **II. NAIC SUPPLEMENTS** |  | | | | | |
|  | 11 | Actuarial Opinion | 1 | EO | xxx | 3/1 | Company |  |
|  | 12 | Investment Risk Interrogatories | 1 | EO | xxx | 4/1 | NAIC |  |
|  | 13 | Management Discussion & Analysis | 1 | EO | xxx | 4/1 | Company |  |
|  | 14 | Schedule SIS | 1 | N/A | N/A | 3/1 | NAIC |  |
|  | 15 | Supplemental Compensation Exhibit | 1 | N/A | N/A | 3/1 | NAIC |  |
|  | 16 | Supplemental Schedule of Business Written By Agency | 1 | N/A | xxx | 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 | 1 | EO | N/A | 6/1 | Company |  |
|  | 82 | Audited Financial Reports | 1 | EO | N/A | 6/1 | Company |  |
|  | 83 | Audited Financial Reports Exemption Affidavit | 1 | N/A | N/A | 12/1 | Company |  |
|  | 84 | Communication of Internal Control Related Matters Noted in Audit | 1 | EO | N/A | 8/1 | Company |  |
|  | 85 | Independent CPA (change) | 1 | N/A | N/A | 12/1 | Company |  |
|  | 86 | Management’s Report of Internal Control Over Financial Reporting | 1 | N/A | N/A | 8/1 | Company |  |
|  | 87 | Notification of Adverse Financial Condition | 1 | N/A | N/A | Within 10 days of finding | Company |  |
|  | 88 | Request for Exemption to File | 1 | N/A | N/A | 12/1 | Company |  |
|  | 89 | Relief from the five-year rotation requirement for lead audit partner | 1 | EO | N/A | 3/1 | Company |  |
|  | 90 | Relief from the one-year cooling off period for independent CPA | 1 | EO | N/A | 3/1 | Company |  |
|  | 91 | Relief from the Requirements for Audit Committees | 1 | EO | N/A | 3/1 | Company |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **V. STATE REQUIRED FILINGS\*\*\*** |  | | | | | |
|  | 101 | Certificate of Compliance | 0 | 0 | EO | 3/1 | State | S |
|  | 102 | Certificate of Deposit or Valuation | 0 | 0 | EO | 3/1 | State | S |
|  | 103 | Corporate Governance Annual Disclosure\*\*\* | 1 | 0 | N/A | 6/1 | Company | R |
|  | 104 | Filings Checklist (with Column 1 completed) | 1 | 0 | EO | 3/1 | State | S |
|  | 105 | Holding Company Registration (Form B&C) and fee  (Hard Copy and electronic filing) | 1 | 0 | 0 | 5/1 | Company | R |
|  | 106 | Form F-Enterprise Risk Report \*\*\* | 1 | 0 | 0 | 5/1 | Company | R |
|  | 107 | ORSA\*\*\*\* | 1 | 0 | 0 | 12/31 | Company |  |
|  | 108 | Premium Tax Return with Payment Voucher including a copy of the State Page (OPTins required) | EO | 0 | EO | 3/1 | State | M, N, O, P, Q, S |
|  | 109 | Quarterly Estimated Premium Tax Payments with Payment Vouchers (OPTins required) | EO | 0 | EO | 4/15, 6/15, 9/15, 12/15 | State | P, Q, S |
|  | 110 | Jurat Page | 0 | 0 | EO | 3/1 | NAIC | S |
|  | 111 | Agreement and Application Form | EO | 0 | EO | 3/1 | State | S |
|  | 112 | Certificate of Compliance of Advertisements | EO | 0 | EO | 3/1 | NAIC | S |
|  | 113 | Publication Notice (only CO,GA,IN,ND, and SD) | 0 | 0 | EO | 3/1 | State | S |
|  | 114 | Uniform Consent to Service of Process (with separate payment) | 0 | 0 | If Applic able | 3/1 | State | F |

**\*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>

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|  |  | **NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)** |  |
|  | A | Required Filings Contact Person: | Financial Division – Premium Tax Division (405) 521-3966 |
|  | B | Mailing Address: | Via U.S. Mail or Courier:  Oklahoma Insurance Department  Financial Division – Premium Tax  5 Corporate Plaza  3625 NW 56th St., Suite 100  Oklahoma City, OK 73112 |
|  | C | Mailing Address for Filing Fees: | Same as B. |
|  | D | Delivery Instructions: | D-1: All filings are due on or before the dates indicated.  D-2: Postmarks are acceptable. If the due date falls on a weekend or a holiday, the deadline is extended to the next business day. Metered mail must have a manually applied postmark to qualify as acceptable proof of mailing date. |
|  | E | Late Filings: | A penalty of the greater of $250.00 or $100.00 per day will be assessed for late filings. (36 O.S. §311.1(B)).  Late tax payments will carry an additional penalty of 10% of the tax due plus 6% interest per annum until paid. (36 O.S. §630) |
|  | F | Original Signatures: | Original (wet) signatures are required on all documents requiring a signature. |
|  | G | Signature/Notarization/Certification/Jurat: | Domestic insurers: Original (wet) and Notarized signatures are required with the Company Seal affixed on any Jurat Page filed. |
|  | H | Amended Filings: | Amended items must be filed within 10 days of their amendment, along with an explanation. Signature requirements are covered in F and G. Electronic filings of the corrections must be filed with NAIC. |
|  | I | Exceptions from normal filings: | Foreign Companies must provide a written copy of any exemption or extension received from its State of Domicile at least 10 days prior to the filing due date in order to receive such from Oklahoma. Domestic Companies must apply prior to December 1 to receive exemption. |
|  | J | Filings new, discontinued or modified materially since last year: | Please mark as such. |
|  | K | Company Seal: | The Company Seal must be applied to the following document: Jurat Page. |
|  | L | Bar Codes (State or NAIC): | Follow the directions in the NAIC Annual Statement Instructions. |
|  | M | State Business Page: | A copy of the State Business Page must accompany the Premium Tax Return. If the State Business Page is “NONE”, then mark and file the page as “NONE”. |
|  | N | NONE Filings: | “NONE” filings must be made. Failure to file a “NONE” document will be treated as a filing violation. The only exception is the Designation of Agent filing, which is only required if a change has occurred. |
|  | O | Payments of Licenses, Fees, and Taxes: | O-1: Include annual license fee, review fee, fire marshal tax, and retaliatory tax if applicable. (OPTins mandated)  O-2: For late payment fee, see E above. |
|  | P | Premium Tax Forms: | OPTins mandated, see S below. |
|  | Q | Worksheets: | Oklahoma Premium Tax Credits Worksheet is provided in OPTins to aid in the calculation of Home Office Credit, Historic Rehabilitation Credit, OCIB Credit, and Affordable Housing Credit. |
|  | R | Holding Company Filings:  R continued: | ALL Holding Company filings MUST be filed electronically in PDF format in addition to the hard copy filing. The filings should be emailed to:  HCAFilings@oid.ok.gov  This applies to Forms A, B, C, D, E, F, R, including all supplements/attachments thereto. (The OID firewall limits total email size to 10MB or less. Use of secured website mail is NOT acceptable.) If file is larger than 10MB, please email [HCAFilings@oid.ok.gov](mailto:HCAFilings@oid.ok.gov) for instructions. |
|  | S | OPTins | Please refer to the OPTins State Participation Page for a list of due dates:  http://www.optins.org/state\_participation.htm |
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**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 mailing 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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