



Accredited Reinsurers

Effective on or before March 1, 2017, and thereafter, the Oklahoma Insurance Department (OID) will require Accredited Reinsurers to file all annual statements, audited financial statements, forms, documents and accompanying fees, fines and payments, which are required to be filed with the OID pursuant to 36 O.S. §§ 5122(C) and 311, by electronic means and format as provided in the OID Order dated August 24, 2016 in Case No. 16-0633-PRJ issued pursuant to 36 O.S. § 350.

OPTINS ELECTRONIC FILING INSTRUCTIONS:

- *Register and/or login with OPTins at www.optins.org or by calling 816-783-8990. NOTE: Registration can take up to two weeks to complete.
- *When registration is complete, select the “**Filings**” tab, then “**Create Filing**”, enter the filing year, select “**Oklahoma Regulated Entities**” as the state, and choose entity type as “**Accredited Reinsurer**”, select “**Next**”
- *Complete each form or upload the required documentation
- *Proceed to the payment screen to submit your payment

Your packet should contain the following:

- 1) Checklist
- 2) Remittance Voucher
- 3) Application and Agreement Form
- 4) Form AR-1

General Filing Instructions

1. If the Annual Statement is filed with the NAIC, submission of only the Jurat Page is necessary. Companies that do not file with the NAIC, must submit a hard copy of the Annual Statement. Forms and fees must be submitted separately in OPTins under the company name
2. Subsidiary company filings must be completed separately by company type & company name
3. All Annual Statements, audited financial statements, forms must be **submitted electronically through OPTins, no later than March 1.** (36 O.S. §311(A) and §624, as amended) Annual Statements filed after the first day of March are subject to a fine equal to the greater of **\$250 or \$100 per day** pursuant to 36 O.S. §311.1.
4. **Original or electronic signatures are required** – upload in OPTins
5. The Jurat Page of the Annual Statement and the Agreement and Application for Oklahoma License require a Company Seal. Certification by an authorized Notary will be accepted for those companies who do not have a Company Seal. – upload in OPTins



6. Additional required documents to be submitted with the Annual Statement and uploaded in OPTins:

- Certified **Certificate of Compliance** from State of Domicile or Port of Entry (dated current or year-end)
- Certified **Certificate of Deposit** or Valuation from State of Domicile or Port of Entry (dated current or year-end)
- List of ceding **Oklahoma domestic companies**
- Copy of the most **recent audited financial statement**, if not already on file with the Oklahoma Insurance Department
- Certified **Certificate of Authority** from State of Domicile
- **Remittance Voucher** and fee of **\$650.00**

If you have any questions regarding the information required on the forms, please contact Gloria Light at: Gloria.Light@oid.ok.gov

If you have any questions regarding your account, entering, amending or making payments you will need to contact OPTins directly at **816-783-8990** or optinshelp@naic.org