



**Financial Affairs Division  
Arizona Department of Insurance**

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**ANNUAL STATEMENT INSTRUCTIONS FOR  
DOMESTIC LIFE AND DISABILITY REINSURER**

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**1. ANNUAL STATEMENT DUE MARCH 31**

One hard copy 8-1/2" X 14" Statement in two-sided book form is required and must:

- A. Include a verified **Actuarial Opinion** signed by a duly qualified actuary ATTACHED to the inside of the front cover.
- B. Include **ORIGINAL, NOTARIZED SIGNATURES** OF AT LEAST TWO (2) EXECUTIVE OFFICERS WHO ARE LISTED ON THE JURAT PAGE.
- C. Be securely bound in proper NAIC color jacket (a stapled book will not be accepted as a bound book).
- D. Include the **Annual Statement Worksheet Form E-LR.AS**.

**2. LIFE RISK BASED CAPITAL REPORT DUE MARCH 31**

**DO NOT** file a diskette. Instructions are available from the NAIC Publications Department (816) 783-8300.

**3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT DUE APRIL 1**

**Form E-MDA** must be completed and attached to the front cover of this Report.

**4. CERTIFICATE OF DISCLOSURE FORM E-178 DUE MARCH 31**

E-mail completed form to [financialfilings@azinsurance.gov](mailto:financialfilings@azinsurance.gov). **DO NOT** send a hard copy.

Name the document using this format "E178-NAIC Number-Insurer Name" (e.g. E178-55555-INSURERNAME).

Incomplete certificates will not be accepted and may result in statutory penalty of \$25 per day.

**5. ANNUAL AUDITED FINANCIAL REPORT DUE JUNE 1**

**Form E-AFR** must be completed and attached to the front cover of the Report.

**INTERNAL CONTROL FILINGS DUE AUGUST 1:**

**Form E-AFR.IC** must be completed and attached to your internal control filings.

**6. HOLDING COMPANY SYSTEM REGISTRATION STATEMENT – FORMS B, C, F DUE MARCH 31**

File your annual Insurance Holding Company System Registration Statement Form B, including Summary of Changes Form C, and Enterprise Risk Report Form F with us on or before **March 31**. See **Form E-185** for instructions to complete this filing. Holding Company System Registration Statement filings, including Biographical Affidavits, **must be mailed separately**.

When a due date falls on a Saturday or Sunday, it is extended to the following Monday. **STATUTORY PENALTIES FOR LATE FILING AND PAYMENTS WILL BE ENFORCED.** The package containing your filing must be validated by the United States Postal Service as proof of the date of filing. A postage meter stamp does not qualify as a postmark date. Courier deliveries must show the date of courier pick-up on the package. If your package does not show evidence of timely mailing it will be considered filed WHEN RECEIVED and any penalties or suspension of your qualified status that may apply will be enforced.