



Financial Affairs Division
Arizona Department of Insurance
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**ANNUAL STATEMENT INSTRUCTIONS FOR
DOMESTIC MECHANICAL REIMBURSEMENT REINSURER**

1. ANNUAL STATEMENT DUE APRIL 1

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. **IF APPLICABLE**, file an Affidavit of Exemption with a copy of our letter granting an exemption.
- 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-MRR.AS.**

2. FORM E-MRR.05 DUE APRIL 1

The Annual Report of Policy and Loss Reserves and Application for Certificate of Authority Renewal **Form E-MRR.05** must be properly completed, signed by the President and Secretary, and filed with your Annual Statement. *Form E-MRR.104 and Form E-MRR.PLR are obsolete. The two forms have been combined into one form.*

3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT DUE APRIL 1

4. ANNUAL AUDITED FINANCIAL REPORT DUE JUNE 1

INTERNAL CONTROL FILINGS DUE AUGUST 1:

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

5. HOLDING COMPANY SYSTEM REGISTRATION STATEMENT – FORM B & C DUE MARCH 31

File your annual Insurance Holding Company System Registration Statement Form B, including Summary of Changes Form C, 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.