

**ANNUAL FILING REQUIREMENTS
FOR FOREIGN
ELIGIBLE SURPLUS LINES INSURERS**

<u>Document</u>	<u>Due Date</u>
<i>CERTIFICATE OF COMPLIANCE</i> - Submit a current Certificate of Compliance issued by the Insurance Department of the company's domiciliary state.	March 1
<i>ANNUAL STATEMENT**</i> - The insurer shall file a photocopy of the original signed Jurat Page for the initial filing and for any subsequent amended filing(s).	March 1
<i>STATEMENT OF ACTUARIAL OPINION OF LOSS RESERVES**</i>	March 1
<i>MANAGEMENT DISCUSSION AND ANALYSIS**</i>	April 1
<i>MARCH 31 QUARTERLY**</i>	May 15
<i>CPA AUDIT REPORT**</i>	June 1
<i>JUNE 30 QUARTERLY**</i>	August 15
<i>SEPTEMBER 30 QUARTERLY**</i>	November 15
<i>CHARTER</i> - Submit certified copies of any amendments, additions, changes or deletions made to the charter.	within 30 calendar days of the occurrence
<i>REPORT OF EXAMINATION</i> - Submit a certified copy of the Report of Examination.	within 30 calendar days of the date it became a public document
<i>SERVICE OF SUIT DESIGNEE</i> - Provide notification of any changes or additions to the name of the individual employed by the insurer or other appropriate representative to whom all lawful process shall be mailed. The designee shall maintain a legal residence, domicile or office in the United States.	within 10 calendar days of the occurrence

<p>CLAIMS DESIGNEE – Provide notification of any changes or additions to the name of the individual employed by the insurer or other appropriate representative appointed as the claims supervisor.</p>	<p>within 10 calendar days of the occurrence</p>
<p>BIOGRAPHICAL SKETCHES - Submit biographical sketches on an approved form for new officers, directors, persons in managerial control and like individuals of the eligible surplus lines insurer.</p>	<p>within 30 calendar days of the occurrence</p>

**** A hard copy is no longer required to be filed with the department provided that a hard copy is filed with the state of domicile and if the data is filed electronically with the National Association of Insurance Commissioners.**

If you have questions or need assistance, please contact us at:

Pennsylvania Insurance Department
Office of Corporate and Financial Regulation
1345 Strawberry Square
Harrisburg, Pennsylvania 17120
Attn: Company Licensing Division
Phone: (717) 787-2735
Email: ra-in-company@state.pa.us