

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: _____ Filings Made During the Year 2012

(1) Check- List	(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 1/2" x 14")	2	EO	xxx	3/1	NAIC	G, H, J, K, L, O, X
	1.1	Printed Investment Schedule detail (Pages E01-E27)	2	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	G, H, J, K, P, Y
II. NAIC SUPPLEMENTS								
	11	Actuarial Opinion	2	EO	xxx	3/1	Company	J, K
	12	Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	K
	13	Management Discussion & Analysis	2	EO	xxx	4/1	Company	J, K, Q
	14	Schedule SIS	2	N/A	N/A	3/1	NAIC	J, K
	15	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	J, K
	16	Supplemental Schedule of Business Written By Agency	2	EO	xxx	4/1	NAIC	K
III. ELECTRONIC FILING REQUIREMENTS								
	50	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	52	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	53	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	54	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	55	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	56	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
IV. AUDIT/INTERNAL CONTROL RELATED REPORTS								
	71	Accountants Letter of Qualifications	2	EO	N/A	6/1	Company	K
	72	Audited Financial Reports	2	EO	xxx	6/1	Company	J, K, Q, Z
	73	Audited Financial Reports Exemption Affidavit	Note	N/A	N/A		Company	J
	74	Communication of Internal Control Related Matters Noted in Audit	2	N/A	N/A	8/1	Company	K
	75	Independent CPA (change)	Note	N/A	N/A		Company	S
	76	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	K
	77	Notification of Adverse Financial Condition	Note	N/A	N/A		Company	T
	78	Request for Exemption to File	Note	N/A	N/A		Company	J
	79	Relief from the five-year rotation requirement for lead audit partner	2	EO	xxx	3/1	Company	K, N
	80	Relief from the one-year cooling off period for independent CPA	2	EO	xxx	3/1	Company	K, N
	81	Relief from the Requirements for Audit Committees	2	EO	xxx	3/1	Company	K, N
V. STATE REQUIRED FILINGS								
	101	Combined Tax PrePayment	Note	0	Note	6/15, 9/15, 12/15	State	V
	102	Filings Checklist (with Column 1 completed)	0	0	0		State	
	103	Holding Company Registration Statement	1	0	0	4/30	State	W
	104	Insurance Tax Return	1	0	1	4/1	State	U
	105	Oregon Exhibit of Premiums (Schedule T)	2	0	xxx	3/1	NAIC	R
	106	Signed Jurat	0	0	1	3/1	NAIC	G, H, J, K, L
	107	State Filing Fees	0	0	0		State	C

*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.

NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)		Visit us at www.insurance.oregon.gov
A	Required Filings Contact Person:	<p>General: Sandra L. Munson 503-947-7225 503-947-7982 Bar Code: Sandra L. Munson 503-947-7225 Internet Address: sandra.l.munson@state.or.us</p> <p>Tax Contacts: Lynette Hadley 503-947-7046 or Shannon O'Shea 503-947-7218</p> <ul style="list-style-type: none"> ▪ Health Premium Assessment ▪ Insurance Tax Return ▪ Ocean Marine Tax ▪ Recoupment of OIGA Assessment ▪ Special Oregon Schedule P, P-RA, & P-RC <p>Internet Address: lynette.m.hadley@state.or.us shannon.oshea@state.or.us</p>
B	Mailing Address:	<p>Street Address: Department of Consumer & Business Services Insurance Division - 4 350 Winter Street NE Salem OR 97301-3883</p> <p>Mailing Address: Department of Consumer & Business Services Insurance Division - 4 P.O. Box 14480 Salem OR 97309-0405</p>
C	Mailing Address for Filing Fees:	No filing fees required.
D	Mailing Address for Premium Tax Payments:	<p>Street Address: Department of Consumer & Business Services Insurance Division - 4 350 Winter Street NE Salem OR 97301-3883</p> <p>Mailing Address: Department of Consumer & Business Services Insurance Division - 4 P.O. Box 14480 Salem OR 97309-0405</p>
E	Delivery Instructions:	All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day. Mail tax forms separately from Annual Statement or Jurat Page filings.
F	Late Filings:	Failure to comply with any of the filing requirements may result in the assessment of a civil penalty pursuant to ORS 731.988 or the expiration of your company's certificate of authority pursuant to ORS 731.410.
G	Original Signatures:	Facsimile signatures are acceptable and have the same force as original signatures.
H	Signature/Notarization/Certification:	<p>Domestic insurers: The annual statement and quarterly statements must be signed by the president and secretary, or in their absence, two other principal officers of the company, with signatures notarized.</p> <p>Foreign insurers: The Signed Jurat page must be signed by the president and secretary, or in their absence, two other principal officers of the company, with signatures notarized.</p>
I	Amended Filings:	<p>Domestic insurers: An amended annual statement must be filed within 45 days after the end of the calendar month in which the error was discovered.</p> <p>Foreign insurers: When there is an amendment to the annual statement you must file an amended Signed Jurat page within 10 days of the amendment. If there are signature requirements for the original filing, the same requirements should be followed for any amendment.</p>

J	Exceptions from normal filings:	<p>All insurers must provide a written request pursuant to NAIC Annual Statement Instructions at least 10 days prior to the filing due date to receive Oregon's approval on any exemption or extension.</p> <p>Foreign insurers must include a written copy of the exemption or extension granted by its state of domicile. Generally, extension requests made on or after the filing due date will not be granted.</p>
K	Bar Codes (State or NAIC):	<p>Bar codes are required. Please refer to the NAIC Annual Statement Instructions, Bar Codes Appendix and the attached listing.</p> <p>Note: State page bar code must have "38" in the state code position and reflect only Oregon business. Grand Total "58" is not acceptable even if it is "none."</p>
L	Signed Jurat:	<p>This state waives foreign insurers from filing printed annual statements and supplements.</p> <p>Foreign insurers will file a completed Signed Jurat page as confirmation of NAIC electronic filing. The signature requirements for the Signed Jurat page are the same as the requirements for the annual statement Jurat page. In the event that you refile or amend any financial data, a newly completed Signed Jurat page is required.</p>
M	NONE Filings:	See NAIC Annual Statement Instructions for Supplemental Interrogatories.
N	Filings new, discontinued or modified materially since last year:	<p>New filings:</p> <ul style="list-style-type: none"> ▪ Relief from the five-year rotation requirement for lead audit partner ▪ Relief from the one-year cooling off period for independent CPA ▪ Relief from the Requirements for Audit Committees <p>Discontinued filings:</p> <ul style="list-style-type: none"> ▪ Report of Significant Deficiencies in Internal Controls
O	Annual Statement Instruction for electronic filing:	Domestic and foreign insurers are required to file annual statements and supplements electronically with the NAIC. Foreign insurers: See note L.
P	Quarterly Statements for foreign companies:	Only required if requested by Director.
Q	Consolidated Management Discussion & Analysis and Consolidated Audited Financial Report:	Domestic insurers within a consolidated group are required to file a copy of the report displaying the appropriate bar code for that document on the upper-right corner of the cover of the report. The bar code must reflect the filing insurer's NAIC company code; not the group's NAIC group code.
R	Oregon Exhibit of Premiums (Schedule T):	Only domestic insurers are to file hard copies of the Oregon Exhibit of Premiums/Schedule T in both the original statement and the copy.
S	Designation of Independent CPA:	If the CPA is not the CPA who prepared the immediately preceding filed audited financial report for the insurer, the insurer shall notify the Director of the engagement no later than the 30th day after the effective date of the engagement.
T	Notification of Adverse Financial Condition:	An insurer that has received a report of adverse financial condition shall forward a copy of the report to the Director no later than the fifth business day after receiving the report and shall provide the CPA with evidence that the report was furnished to the Director.
U	Insurance Tax Return (includes retaliatory tax, fire marshal tax, and certificate of authority renewal fee):	<p>Companies will file their tax returns electronically on the iReg filing system on our website: www.insurance.oregon.gov</p> <p>Direct all inquiries to: Lynette Hadley 503-947-7046 or Shannon O'Shea 503-947-7218</p>

V	Combined Tax Prepayments:	<p>Companies receive their coupons for prepayments by accessing their accounts on the iReg filing system.</p> <p>Direct all inquiries to: Lynette Hadley 503-947-7046 or Shannon O'Shea 503-947-7218</p> <p>Please keep in mind, however, that your company will not receive such notice if your prior year's Retaliatory Tax and Fire Marshal Tax liability was less than \$400, since no prepayment is required.</p>
W	Holding Company Registration:	<p>Every domestic insurer that is a member of an insurance holding company system shall register on or before April 30 for the previous calendar year per ORS 732.551(1)(2). A foreign insurer need not register if the statutes or rules of its domicile are substantially similar to those of Oregon.</p>
X	Annual Statement Cover and Binding:	<p>Annual Statements are to be bound with a sturdy front and back cover. The minimum acceptable weight for the cover is 65# paper. It is acceptable to use a lesser weight paper and laminate it. The covers are to be similar in color to the required NAIC Blank. The statements are to be bound along the left edge with sufficient margins, so the printed material is not obscured by the binding. The sturdy covers and bound statements are required to maintain the integrity of the filing because these statements are used extensively by Division employees and the public.</p>
Y	Quarterly Statement Binding:	<p>Quarterly statements are to be bound along the left edge with sufficient margins, so the printed material is not obscured by the binding. The binding is to maintain the integrity of the filing because these statements are used extensively by Division employees and the public. A sturdy front and back cover is preferred but not required.</p>
Z	Audited Financial Report Cover and Binding:	<p>This state requests that Audited Financial Reports include a sturdy front and back cover and to be bound along the left edge with sufficient margins, so the binding does not obscure the printed material. The binding is to maintain the integrity of the filing because Division employees and the public use these statements extensively.</p>

**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 include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes 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 (E) 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 (EX4) 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.

IDENTIFIER #	DOCUMENT TITLE Filing Year 2011 Due 2012	CO TYPE Blank	DUE DATE
201	Annual Statement and Quarterly (9X14) (Domestic Only)	L/P/F/T/H	3/1
201	Signed Jurat (Foreign Only)	L/P/F/T/H	3/1
203	Protected Cell Statement	P	3/1
205	Health Life Supplement (Exhibit 5, Exhibit 7, Schedule S)	H	3/1
206	Health Life Supplement – Life State Pages	H	3/1
207	Health Property/Casualty Supplement (Schedule F & P)	H	3/1
208	Health Property/Casualty Supplement – Property & Casualty State Pages	H	3/1
210	Accident and Health Policy Experience Exhibit	L/P/F/H	4/1
211	Health Life Supplement - LHA Guaranty Assn Reconciliation	H	4/1
212	Health Life Supplement - LHA Guaranty Assn Adjustment Exhibit	H	4/1
213	Health Property/Casualty Supplement - Ins Expense Exhibit	H	4/1
214	Health Life Supplement – Analysis of Annuity Operations by Lines of Business	H	4/1
215	Health Life Supplement – Analysis of Increase in Annuity Reserves During the Year	H	4/1
216	Supplemental Health Care Exhibit (Parts 1, 2 and 3)	L/P/F/H	4/1
217	Supplemental Health Care Exhibit's Expense Allocation Report	L/P/F/H	4/1
220	Audited Financial Report	L/P/F/T/H	6/1
221	Accountant's Letter of Qualifications	L/P/F/T/H	6/1
222	Communication of Internal Control Related Matters Noted in an Audit	L/P/F/T/H	8/1
223	Management's Report of Internal Control over Financial Reporting	L/P/F/T/H	8/1
224	Relief from the five-year rotation requirement for lead audit partner	L/P/F/T/H	3/1
225	Relief from the one-year cooling off period for independent CPA	L/P/F/T/H	3/1
226	Relief from the Requirements for Audit Committees	L/P/F/T/H	3/1
230-38	Credit Insurance Expense Exhibit	L/P	4/1
240	Financial Guaranty Insurance Exhibit	P	3/1
260	Fraternal Interest Sensitive Life Insurance - Op	F	4/1
270	Insurance Expense Exhibit	P	4/1
280	Interest Sensitive Life Insurance - Products Report	L	4/1
285	Investment Risks Interrogatories	L/P/F/T/H	4/1
290-38	LHA Guaranty Association Reconciliation	L	4/1
300-38	LHA Guaranty Association Adjustment Exhibit	L	4/1
301	Long-Term Care Experience Reporting Form 1	L/P/F/H	4/1
302	Long-Term Care Experience Reporting Form 2	L/P/F/H	4/1
303	Long-Term Care Experience Reporting Form 3	L/P/F/H	4/1
304	Long-Term Care Experience Reporting Form 4	L/P/F/H	4/1
305	Long-Term Care Experience Reporting Form 5	L/P/F/H	4/1
306	Supplemental Exhibits and Schedules Interrogatories – LTC	L/P/F/H	4/1
350	Management's Discussion & Analysis of Operation	L/P/F/T/H	4/1
360-38	Medicare Supplement Insurance Expense Exhibit	L/P/F/H	3/1
365	Medicare Part D Coverage Supplement	L/P/F/H	3/1, 5/15, 8/15, 11/15
370	Non-Guaranteed Opinion for Exhibit 5	L/F	3/1
371	Participating Opinion for Exhibit 5	L/F	3/1
385	Premiums Attributed to Protected Cells Exhibit	P	3/1
390	Risk-Based Capital	L/P/F/H	3/1
399	Reinsurance Attestation Supplement	P	3/1
400	Exceptions to the Reinsurance Attestation Supplement	P	3/1

401	Reinsurance Summary Supplemental Filing	P	3/1
420	Schedule SIS	L/P/T/H	3/1
430-38	State Page *	L/P/F/H	3/1
436	Actuarial Certifications elated to Hedging required by Actuarial Guideline XLIII	L/F	3/1
437	Financial Officer Certification related to Clearly Defined Hedging Strategy required by Actuarial Guideline XLIII	L/F	3/1
438	Management Certification that the Valuation Reflects Management's Intent required by Actuarial Guideline XLIII	L/F	3/1
439	Actuarial Certification related to the Reserves required by Actuarial Guideline XLIII	L/F	3/1
440	Statement of Actuarial Opinion	L/P/F/T/H	3/1
441	Actuarial Opinion Summary (AOS)	P	3/15
442	X-Factors Actuarial Opinion	L/F	3/1
443	Separate Account Funding Guaranteed Minimum Benefit Actuarial Opinion	L/F	3/1
444	Synthetic Guaranteed Investment Contracts Actuarial Opinion	L/F	3/1
445	Reasonableness of Assumptions Certification required by Actuarial Guideline XXXV	L/F	5/15, 8/15, 11/15
446	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXV	L/F	5/15, 8/15, 11/15
447	Reasonableness of Assumptions Certification for Implied Guaranteed Rate Method required by Actuarial Guideline XXXVI	L/F	5/15, 8/15, 11/15
448	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Average Market Value)	L/F	5/15, 8/15, 11/15
449	Reasonableness & Consistency of Assumptions Certification required by Actuarial Guideline XXXVI (Updated Market Value)	L/F	5/15, 8/15, 11/15
450	C-3 RBC Certifications required under C-3 Phase I	L/F	3/1
451	C-3 RBC Certifications required under C-3 Phase II	L/F	3/1
452	Actuarial Certifications Related to Annuity Nonforfeiture Ongoing Compliance	L/F	3/1
453	Actuarial Opinion required by the Modified Guaranteed Annuity Model Regulation	L/F	3/1
454	Actuarial Certification related to the Use of 2001 Preferred Class Tables Required by the Model Regulation Permitting the Recognition of Preferred Mortality Tables for Use in Determining Minimum Reserve Liabilities	L/F	3/1
455	Supplement A to Schedule T	P	5/15, 8/15, 11/15
460	Supplemental Compensation Exhibit	L/P/F/T/H	3/1
465	Supplemental Schedule O	L	3/1
480	Title Supplemental Schedule of Business Written by Agency	T	4/1
490	Trusted Surplus Statement	L/P/F	3/1
495	Worker's Compensation Carve-out Supplement	L	3/1
500	Bail Bond Supplement	P	3/1
505	Director and Officer Insurance Coverage Supplement	P	3/1, 5/15, 8/15, 11/15
510	Analysis of Annuity Operations by Lines of Business	L/F	4/1
515	Analysis of Increase in Annuity Reserves During the Year	L/F	4/1
F	Those companies filing a Fraternal Statement.		
H	Those companies filing a Health Statement.		
L	Those companies filing a Life/Accident/Health Statement.		
P	Those companies filing a Property/Casualty Statement.		
T	Those companies filing a Title Statement.		
	*State page bar code must use "38" for the state code and reflect only Oregon business. Grand Total "58" is not acceptable even if it is "none".		

	<p>Please be aware that not all bar code labels are produced automatically by annual statement software packages. Documents such as Management Discussion and Analysis, Actuarial Opinion, and the Audited Financial Report need bar codes that may not be automatically produced by software programs and might need to be prepared manually.</p>		
	<p>It is each company's responsibility to ensure each bar code label is properly affixed and readable.</p>		