

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") | 1 | EO | xxx | 3/1 | NAIC | B, E-2, F, L, Q, R |
| | 1.1 | Printed Investment Schedule detail (Pages E01-E27) | 1 | EO | xxx | 3/1 | NAIC | |
| | 2 | Quarterly Financial Statement (8 1/2" x 14") | 1 | EO | xxx | 5/15, 8/15, 11/15 | NAIC | |
| II. NAIC SUPPLEMENTS | | | | | | | | |
| | 11 | Actuarial Opinion | 1 | EO | xxx | 3/1 | Company | R-1, N |
| | 12 | Investment Risk Interrogatories | 1 | EO | xxx | 4/1 | NAIC | |
| | 13 | Management Discussion & Analysis | 1 | EO | xxx | 4/1 | Company | |
| | 14 | Schedule SIS | 1 | N/A | N/A | 3/1 | NAIC | |
| | 15 | Supplemental Compensation Exhibit | 1 | N/A | N/A | 3/1 | NAIC | |
| | 16 | Supplemental Schedule of Business Written By Agency | 1 | EO | xxx | 4/1 | NAIC | |
| 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 | 1 | EO | N/A | 6/1 | Company | |
| | 72 | Audited Financial Reports | 1 | EO | N/A | 6/1 | Company | |
| | 73 | Audited Financial Reports Exemption Affidavit | 1 | N/A | N/A | As Required | Company | J |
| | 74 | Communication of Internal Control Related Matters Noted in Audit | 1 | N/A | N/A | 8/1 | Company | |
| | 75 | Independent CPA (change) | 1 | N/A | N/A | As Required | Company | |
| | 76 | Management's Report of Internal Control Over Financial Reporting | 1 | N/A | N/A | 8/1 | Company | |
| | 77 | Notification of Adverse Financial Condition | 1 | N/A | N/A | As Required | Company | |
| | 78 | Request for Exemption to File | 1 | N/A | N/A | As Required | Company | J |
| | 79 | Relief from the five-year rotation requirement for lead audit partner | 1 | EO | N/A | 3/1 | Company | |
| | 80 | Relief from the one-year cooling off period for independent CPA | 1 | EO | N/A | 3/1 | Company | |
| | 81 | Relief from the Requirements for Audit Committees | 1 | EO | N/A | 3/1 | Company | |
| V. STATE REQUIRED FILINGS | | | | | | | | |
| | 101 | Certificate of Compliance | xxx | 0 | xxx | xxx | xxx | |
| | 102 | Filings Checklist (with Column 1 completed) | 1 | 0 | 1 | 3/1 | State | |
| | 103 | Holding Company Registration Statements | 1 | 0 | xxx | 6/30 | See Website | http://doi.nv.gov/insurers.aspx Holding Company Info is at the bottom of the web page |
| | 104 | Other – see appropriate company type on Required Industry Reports | 0 | 0 | 0 | As Required | See Website | http://doi.nv.gov/spc/r_pcorr.aspx and Q |
| | 105 | Premium tax | xxx | 0 | xxx | See Notes | State | D, N |
| | 106 | Signed Jurat | 1 | 0 | 1 | 3/1 | NAIC | B, E-2, F, L, N, Q, R |
| | 107 | State Filing Fees | 1 | 0 | 1 | 3/1 | State | C, E-1, O, R |

*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.

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| | Nevada NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS) | |
| A | Required Filings Contact Person: (For NAIC Checklist Requirements) | Peggy Willard-Ross pwillard@doi.state.nv.us E-mail (775) 687-0760 Telephone For Other Contact Information: See “Q” |
| B | Mailing Address for Filings: (for NAIC Checklist Requirements) | For Domestic Companies, Companies not filing with NAIC, Accredited Reinsurers, and Purchasing Groups: Department “A” Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 For all other companies: Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 Use a delivery confirmation for proof of receipt for filings or payments. |
| C | Mailing Address for Filing Fees: Annual Renewal Payments Not for individuals/ agencies/ entities licensed under NRS 683A or NRS 692 | Nevada Division of Insurance Corporate and Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 Mail payment with invoice separate from filing. Make checks payable to: Nevada Division of Insurance. Certificate Renewal Fees - plus Fund for Administrative and Enforcement fee range upwards to \$3,801.00. More Information: http://doi.nv.gov/sinsur/docs/RenewalFeeChart.pdf Use a delivery confirmation for proof of receipt for filings or payments. |
| D | Mailing and Filing Address for Premium Tax Original Filings and Premium Tax Payments: (for all companies except Captives) | Jason O’Brien, Tax Examiner II Nevada Department of Taxation 1550 College Parkway, Ste. 115 Carson City, NV 89706 (775)-684-2128 obrien@tax.state.nv.us http://tax.state.nv.us/index.htm Exception: Captives mail Premium Tax to: Nevada Division of Insurance Corporate & Financial Affairs Section 1818 East College Pkwy, Suite 103 Carson City, NV 89706 |
| E | Delivery Instructions: Not for individuals/ agencies/ entities licensed under NRS 683A or NRS 692 Filings Must Be Legible | The due date is March 1st. The Division will consider filings postmarked on or before March 1st as being timely submitted. 1. Send Annual Renewal Payments to the Nevada Division of Insurance Carson City office – See “C” 2. Send Annual Statement or Jurat Filings to Carson City – See “B” 3. Send Required Industry Reports to the appropriate division section (as listed on the RIR) |
| F | Late Filings: | Company will be fined \$100 per day to a maximum of \$3,000 for late filings (received or postmarked after 3/1/2012), or as required by statute. |
| G | Original Signatures: | Domestic companies: original signatures are required on all filings. Foreign companies: follow the instructions in the NAIC Annual Statement Instructions. |
| H | Signature/Notarization/Certification: | The President and Secretary are required to sign the annual statement, or, in the absence of one, two other principal officers may sign. |

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| I | Amended Filings: | <p>Domestic companies: file within 10 days of amendment and include an explanation of the amendment(s). Signature requirements listed apply to any amendment. See “G”</p> <p>Foreign companies: Do not file with the Nevada Division of Insurance. (Amended filings are filed electronically with the NAIC.)</p> |
| J | Exceptions from normal filings: (Must be approved by the Commissioner) | <p>Domestic companies: Apply at least 30 days prior to the due date.</p> <p>Foreign companies: Supply a written copy of any exemption or extension received from your state of domicile at least 10 days prior to the filing due date.</p> |
| K | Bar Codes (State or NAIC): | Follow the instructions in the NAIC Annual Statement Instructions. |
| L | Signed Jurat: | <p>Foreign Companies: File Jurat Page (signed and notarized – copy or original). Do Not Send hard copy of Annual Statement, if Annual Statement is filed with the state of domicile and electronically with the NAIC.</p> <p>Domestic companies: File an additional signed copy of the Jurat page, in addition to the Annual Statement hardcopy (file with hardcopy, or electronically with your assigned DOI analyst).</p> <p>See “B” for mailing instructions.</p> |
| M | NONE Filings: | All pages must be included. “None Page” allowed. |
| N | Filings new, discontinued or modified materially since last year: | <p>New: Domestic companies: File an additional signed copy of the Jurat page - in addition to the Annual Statement hardcopy (file with hardcopy, or, electronically with your assigned DOI analyst). (additional supplements, section II, not required if included with annual statement, section I)</p> <p>Discontinued: Bulletin 09-003 has been replaced by Bulletin 11-015. Copies of the annual Premium Tax and Annuity filings sent to Department of Taxation are no longer required to be sent to the Division of Insurance. See “R” for additional notes.</p> |
| O | Late payment penalty | Company will be fined a maximum of \$2,000 for late payment of annual renewal fee, or as required by statute. |
| P | Publication of “Synopsis of Annual Statement” in Nevada Newspapers Requirement of: Nevada’s Secretary of State. See FAQ’s: http://doi.nv.gov/sinsur/docs/faq_Annual_11.pdf | <p>All foreign insurers are required by NRS 80.190 to publish a statement of their calendar year’s business in a Nevada newspaper.</p> <p>Please contact the legal department of any Nevada newspaper http://nv.gov/about/media/ for the forms and instructions.</p> |
| Q | Contact and Mailing Address for Required Industry Reports filings: | <p>Please refer to the appropriate section of Required Industry Report for contact and mailing information concerning filings.</p> <p>Do Not File with items listed on the NAIC checklist.</p> <p>Required Industry Reports can be found at: For Property/Casualty http://doi.nv.gov/spc/r_perr.aspx For Life/Health http://doi.nv.gov/slh/r_lhrr.aspx</p> |
| R | Additional Notes: | <ol style="list-style-type: none"> Domestic Companies: See “L” and “N” Foreign Companies: do not file any items listed in sections I, II, III, or IV-as applicable. See section V for required filing. See “B” for mailing instructions for filings. See “C” for mailing instructions for payments. Fund for Administration and Enforcement annual fee (A&E) is included on the Certificate renewal invoice. See: http://doi.nv.gov/sinsur/docs/RenewalFeeChart.pdf <p>Exception: Service Contract Providers will receive an invoice for the A&E, due March 1st, separate from their renewal fee invoice.</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.