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Date: December 1, 2011

To: All Licensed or Authorized Companies

From: Mike Rothman, Commissioner, Minnesota Department of Commerce,  
85 7<sup>th</sup> Place East, Suite 500, Saint Paul, Minnesota 55101-2198

Subject: Filing of Annual Statement, Supplements, Exhibits, Certificates and Reports

Pursuant to Minn. Stat. §60A.13, subd. 1, every insurance company, including fraternal benefit societies, and reciprocal exchanges, doing business in the State of Minnesota, must file with the Commissioner, annually, on or before March 1, the appropriate verified National Association of Insurance Commissioner's (NAIC) annual statement blank, prepared in accordance with the NAIC's instructions handbook and following those accounting procedures and practices prescribed by the NAIC's *Accounting Practices and Procedures Manual*. In addition, pursuant to Minn. Stat. §60A.13, subd. 1, the Commissioner may require the filing of any other information determined to be reasonably necessary for the continued enforcement of insurance laws.

The Commissioner is requiring that the annual statement and other filings, as noted on the filings checklist, be filed in electronic format with the NAIC. Electronic format is intended to include filing on diskette or filing via the Internet. The Department encourages companies to take advantage of the Internet filing option with the NAIC. For more information on filing via the Internet, visit the NAIC Internet filing website at: [http://www.naic.org/industry\\_financial\\_filing.htm](http://www.naic.org/industry_financial_filing.htm)

### **Domestic Companies**

*Please complete all required Notes to the Financial Statement in electronic format, especially Note 1 which discloses any state prescribed or permitted practices and the impact on surplus and net income. By not completing this note, the NAIC electronic database shows the Net Income and Statutory Surplus each to be \$0 for the company.*

### **Foreign Companies**

*Please note that Foreign Companies are no longer required to file hard copies of their Annual Statements and Supplements, Quarterly Statements and Audited Financial Statements, unless requested by the Department under separate cover. Hard copies of the State required filings should continue to be filed with the Minnesota Department of Commerce.*

An insurer may not transact any new business in the State of Minnesota after May 31 in any year unless it shall have previously transmitted its annual statement to the Commissioner and/or to the NAIC.

The mailing address for the Minnesota Department of Commerce appears in the Notes and Instructions. Any filings mailed to another Minnesota governmental office or address will not be considered filed with this Department. Fines may be assessed if items are filed incorrectly. Companies will not be sent an invoice for their renewal fees. Please consult the filings checklist for further information.

### **Minnesota Department of Commerce Website:**

<http://mn.gov/commerce/insurance/>: Insurance Companies>Financial Filing Instructions>Annual Statements

**General Instructions  
For Companies to Use Checklist**

**Please Note:** Minnesota'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)**

Minnesota **does not** require the filing of this checklist.

**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 annual statement data, detail for investment schedules and supplements due March 1.

The *Risk-Based Capital Electronic Filing* includes all risk-based capital data.

The *Risk-Based Capital .PDF Filing* is the .pdf file for risk-based capital data.

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 supplemental schedules and exhibits due April 1.

The *Quarterly Electronic Filing* includes the complete quarterly filing and the PDF files for all quarterly data.

The *Quarterly .PDF Filing* is the .pdf file for quarterly statement data.

The *June .PDF Filing* is the .pdf file for the Audited Financial Statements.

**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. If XXX appears in the "Number of Copies" "Foreign" "State" column, Minnesota does not require this filing, as long as hard copy is filed with the state of domicile and the data is filed electronically with the NAIC. If N/A appears in the "Number of Copies" column, the filing is not required.

**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,” Minnesota will provide the forms with the filing instructions via the Internet. 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.

**HEALTH INSURERS**

**Company Name:** \_\_\_\_\_ **NAIC Company Code:** \_\_\_\_\_  
**Company Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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

(1) Check-list	(2) Line #	(3) REQUIRED FILINGS FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
<b>I. NAIC FINANCIAL STATEMENTS</b>								
	1	Annual Statement (8 1/2"X14")	2	EO	xxx	3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E27)	2	EO	xxx	3/1	NAIC Note N.	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	
<b>II. NAIC SUPPLEMENTS</b>								
	10	Accident and Health Policy Experience Exhibit	2	EO	xxx	4/1	NAIC	
	11	Actuarial Opinion	2	EO	xxx	3/1	Company Note Q.	
	12	Health Care Exhibit (Parts 1, 2 and 3) Supplement	0	EO	xxx	4/1	NAIC	
	13	Health Care Exhibit's Allocation Report Supplement	0	EO	xxx	4/1	NAIC	
	14	Investment Risk Interrogatories	2	EO	xxx	4/1	NAIC	
	15	Life Supplemental Data due March 1	2	EO	xxx	3/1	NAIC	
	16	Life Supp Statement non-guaranteed elements – Exh 5, Int. #3		EO		3/1	Company	
	17	Life Supp Statement on par/non-par policies – Exh 5, Int. 1.1		EO		3/1	Company	
	18	Life Supplemental Data due April 1	2	EO	xxx	4/1	NAIC	
	19	Long-term Care Experience Reporting Forms	2	EO	xxx	4/1	NAIC	
	20	Management Discussion & Analysis	2	EO	xxx	4/1	Company	
	21	Medicare Supplement Insurance Experience Exhibit	2	EO	xxx	3/1	NAIC	
	22	Medicare Part D Coverage Supplement	2	EO	xxx	3/1, 5/15, 8/15,11/15	NAIC	
	23	Property/Casualty Supplement due March 1	2	EO	xxx	3/1	NAIC	
	24	Property/Casualty Supplement due April 1	2	EO	xxx	4/1	NAIC	
	25	Risk-Based Capital Report	1	EO	N/A	3/1	NAIC	
	26	Schedule SIS	2	N/A	N/A	3/1	NAIC	
	27	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	
<b>III. ELECTRONIC FILING REQUIREMENTS</b>								
	30	Annual Statement Electronic Filing	N/A	1	N/A	3/1	NAIC	
	31	March .PDF Filing	N/A	1	N/A	3/1	NAIC	
	32	Risk-Based Capital Electronic Filing	N/A	1	N/A	3/1	NAIC	
	33	Risk-Based Capital .PDF Filing	N/A	1	N/A	3/1	NAIC	
	34	Supplemental Electronic Filing	N/A	1	N/A	4/1	NAIC	
	35	Supplemental .PDF Filing	N/A	1	N/A	4/1	NAIC	
	36	Quarterly Statement Electronic Filing	N/A	1	N/A	5/15, 8/15, 11/15	NAIC	
	37	Quarterly .PDF Filing	N/A	1	N/A	5/15, 8/15, 11/15	NAIC	
	38	June .PDF Filing	N/A	1	N/A	6/1	NAIC	
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>								
	51	Accountants Letter of Qualifications	1	EO	xxx	6/1	Company MN Stat. 60A.1291	
	52	Audited Financial Statements	1	EO	xxx	6/1	Company MN Stat. 60A.1291	
	53	Audited Financial Statements Exemption Affidavit	N/A	N/A	N/A	N/A	Company MN Stat. 60A.1291	
	54	Communication of Internal Control Related Matters Noted in Audit	1	N/A	N/A	8/1	Company	
	55	Independent CPA	1	N/A	N/A	6/1	Company MN Stat. 60A.1291	
	56	Management's Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
	56	Notification of Adverse Financial Condition	1	N/A	1	Within 5 days of receipt	Company MN Stat. 60A.1291	
	57	Report of Significant Deficiencies in Internal Controls	1	N/A	N/A	8/1	Company MN Stat. 60A.1291	
	58	Request for Exemption to File	1	N/A	N/A	5/1	Company MN Stat. 60A.1291 Note J.	
	59	Relief from the five-year rotation requirement for lead audit partner	1	EO	N/A	3/1	Company Note M.	
	60	Relief from the one-year cooling off period for independent CPA	1	EO	N/A	3/1	Company Note M.	
	61	Relief from the Requirements for Audit Committees	1	EO	N/A	3/1	Company Note M.	

\*If XXX appears in this column, Minnesota does not require this filing, as long as hard copy is filed with the state of domicile and the data is filed electronically with the NAIC. If N/A appears in this column, the filing is not required. EO (electronic only filing)

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

**REQUIRED FILINGS IN THE STATE OF: Minnesota**

**Filings Made During the Year 2012**

V. STATE REQUIRED FILINGS								
101	Certificate of Compliance	N/A	N/A	1	3/1	Company	Note O.	
102	Certificate of Deposit	N/A	N/A	1	3/1	Company	Note O and Note P.	
103	Certificate of Valuation	N/A	N/A	1	3/1	Company	MN Stat. 61A.25	
104	Filings Checklist (with Column 1 completed)	N/A	0	N/A	3/1	State		
105	Holding Company Annual Registration Statement (Form B and Form C)	2	N/A	N/A	6/1	Company	MN Stat. 60D.19	
106	Investment Policy Certification	2	N/A	N/A	3/1	State	MN Stat. 60A.112 Note R	
107	Report by Independent CPA Regarding Application of Valuation Procedures	1	N/A	N/A	6/1	Company	MN Stat. 60A.124	
108	Statement Filing Fees	1	N/A	1	3/31	State	Note S.	
109	Signed Jurat	xxx	xxx	xxx	3/1, 5/15, 8/15, 11/15	NAIC	Note G.	

\*If XXX appears in this column, Minnesota does not require this filing, as long as hard copy is filed with the state of domicile and the data is filed electronically with the NAIC. If N/A appears in this column, the filing is not required. EO (electronic only filing)

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

**REQUIRED FILINGS IN THE STATE OF: Minnesota**

**Filings Made During the Year 2012**

		<b>NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)</b>	
	A	Required Annual Statement Filings Contact Person:	<ul style="list-style-type: none"> <li>See the contact list.</li> </ul>
	B	Mailing Address:	Minnesota Department of Commerce Financial Institutions – Insurance 85 7 <sup>th</sup> Place East, Suite 500 Saint Paul, MN 55101-2198
	C	Mailing Address for Filing Fees:	Minnesota Department of Commerce 85 7 <sup>th</sup> Place East, Suite 500 Saint Paul, MN 55101-2198
	D	Mailing Address for Premium Tax Payments:	Minnesota Department of Revenue 600 North Robert Street Saint Paul, MN 55101 Contact Person: Jerry Sieve (651) 556-4729
	E	Delivery Instructions:	<ul style="list-style-type: none"> <li>All filings must be physically received at the address in Note B no later than the indicated due date per MN Stat. 60A.02.</li> <li>If the due date falls on a weekend or holiday, the deadline is extended to the next business day.</li> </ul>
	F	Late Filings:	<ul style="list-style-type: none"> <li>Companies will be fined \$100 per day for a late annual statement filing per MN Stat. 72A.061.</li> <li>A company's license may be suspended if the annual statement is received more than 45 days late per MN Stat. 72A.061.</li> <li>Companies may be fined \$25 per day for any of the other filings not received by the due date per MN Stat. 72A.061.</li> <li>If a company has permission from its state of domicile to file any item late, this Department must receive a copy of the document granting the permission 10 days prior to the related filing due date shown in these instructions.</li> </ul>
	G	Original Signatures:	<ul style="list-style-type: none"> <li>Any signatures or notarizations required on filings from domestic companies must be original.</li> <li>Foreign companies should follow the instructions in the NAIC's <i>Annual Statement Instructions</i>.</li> </ul>
	H	Signature/Notarization/Certification:	<ul style="list-style-type: none"> <li>The following officers are required to sign the annual statement for domestic companies only: President; Secretary; Treasurer.</li> </ul>
	I	Amended Filings:	<ul style="list-style-type: none"> <li>Any <b>domestic insurer</b> filing amended Annual Statement information must file the following items with the Minnesota Department of Commerce: a copy of the amended pages of the statement; an amended Jurat page noting the filing of the amendment; and a letter of explanation of the nature and source of the changes made.</li> <li>Amended items must be filed within 10 days of their amendment, along with an explanation of the amendment.</li> <li>If there are signature requirements for the original filing, the same requirements apply to the amendment.</li> </ul>
	J	Exceptions from Normal Filings:	<ul style="list-style-type: none"> <li>A foreign company must supply a written copy of any exemption or extension received by its state of domicile at least 10 days prior to the filing due date to receive such exemption/extension from Minnesota. See Note F.</li> <li>Domestic companies should apply at least 30 days prior to the due date.</li> </ul>
	K	Bar Codes (State or NAIC):	<ul style="list-style-type: none"> <li>Follow the instructions in the Appendix of the NAIC Annual Statement Instructions for NAIC required filings.</li> <li>Bar Codes for Minnesota state specific filings <b>are not</b> required. (Lines 101 through 109 above).</li> </ul>
	L	NONE Filings:	<ul style="list-style-type: none"> <li>See NAIC <i>Annual Statement Instructions</i>.</li> <li>All Minnesota state specific forms should be completed and filed with either the pertinent information or a "NONE" on the form. Exceptions to these instructions are noted on the form.</li> </ul>
	M	Filings New, Discontinued or Modified Materially since Last Year:	<p>New:</p> <ul style="list-style-type: none"> <li>NAIC has added Relief from the five-year rotation requirement for lead audit partner.</li> <li>NAIC has added Relief from the one-year cooling off period for independent CPA.</li> <li>NAIC has added Relief from the requirements for Audit Committees.</li> </ul>

**REQUIRED FILINGS IN THE STATE OF: Minnesota**

**Filings Made During the Year 2012**

	N	Investment Schedule Detail:	<ul style="list-style-type: none"> <li>Investment schedule detail (Checklist Line # 1.1 above), is required to be filed in hard copy by domestic companies with the Minnesota Department of Commerce. Please note that an additional copy is not required if these investment schedules are already bound in the Annual Statement.</li> </ul>
	O	Certificate of Compliance, Certificate of Valuation and Certificate of Deposit Due Date:	<ul style="list-style-type: none"> <li>These certificates must be filed by March 1, annually, if available, or within ten (10) days after receipt of original certification from state of domicile.</li> </ul>
	P	Certificate of Deposit:	<ul style="list-style-type: none"> <li>A Certificate of Deposit must be a certification of funds on deposit for the protection of <b>all</b> policyholders.</li> </ul>
	Q	Notification of Change in Appointed Actuary	<p>According to the NAIC Annual Statement Instructions, documentation for a newly appointed actuary needs to include the following:</p> <ul style="list-style-type: none"> <li>The insurer shall provide the Commissioner with a letter within 10 business days stating whether, in the preceding 24 months, there were any disagreements with the former actuary.</li> <li>The insurer shall request the former actuary to furnish a letter addressed to the insurer stating whether the actuary agrees or disagrees with the statements contained in the insurer's letter, to be forwarded to the Commissioner.</li> </ul> <p>Please provide the requested information electronically by emailing it to a special email box we have established for these appointments (and illustration actuary filings): <a href="mailto:insurance.actuary@state.mn.us">insurance.actuary@state.mn.us</a></p>
	R	Investment Policy Certification:	<ul style="list-style-type: none"> <li>Domestic companies should complete the state-provided form for Investment Policy Certification included with these instructions.</li> </ul>
	S	Statement Filing Fees:	<ul style="list-style-type: none"> <li>Companies will not be billed. See renewal information in state forms section.</li> <li>Contact person for statement filing fees: Sue Porter Telephone: (651) 296-6907 E-mail: <a href="mailto:Sue.Porter@state.mn.us">Sue.Porter@state.mn.us</a></li> </ul>

## Mailing Addresses

**Annual Statement Mailing Address**  
Minnesota Department of Commerce  
Financial Institutions – Insurance  
85 7<sup>th</sup> Place East, Suite 500  
Saint Paul, MN 55101-2198

**Filing Fees Mailing Address**  
Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 500  
Saint Paul, MN 55101-2198

**Premium Tax Payment Mailing Address**  
Minnesota Department of Revenue  
600 North Robert Street  
Saint Paul, MN 55101

## Annual Statement Filing Contacts

**P&C, Accredited Reinsurers, Foreign Surplus Lines,  
Title, and Reciprocal Companies**

Contact: Brenda Bindert  
Phone: (651) 297-8942  
E-mail: [Brenda.Bindert@state.mn.us](mailto:Brenda.Bindert@state.mn.us)

**Life and A&H Companies  
and Fraternal Benefit Societies**

Contact: Brenda Bindert  
Phone: (651) 297-8942  
E-mail: [Brenda.Bindert@state.mn.us](mailto:Brenda.Bindert@state.mn.us)

**HMDIs, Health and HMOs**

Contact: Constance Peterson  
Phone: (651) 297-8943  
E-mail: [Constance.Peterson@state.mn.us](mailto:Constance.Peterson@state.mn.us)

## Special Request Contacts

**Certified Copies of Documents**

Contact: Margie Pinedo  
Phone: (651) 296-4976  
E-mail: [Margie.Pinedo@state.mn.us](mailto:Margie.Pinedo@state.mn.us)

**Policy Forms and Filings for  
Life Insurance Companies**

Contact: Tammy Lohmann  
Phone: (651) 296-2327  
E-mail: [Tammy.Lohmann@state.mn.us](mailto:Tammy.Lohmann@state.mn.us)

**Policy Forms and Filings for  
Property & Casualty Companies**

Contact: Bob Boyce  
Phone: (651) 296-0139  
E-mail: [Bob.Boyce@state.mn.us](mailto:Bob.Boyce@state.mn.us)

**Premium Tax Payment  
Questions**

Contact: Jerry Sieve  
Phone: (651) 556-4729  
E-mail: [Jerry.Sieve@state.mn.us](mailto:Jerry.Sieve@state.mn.us)

**Questions on Modified Guaranteed  
Annuities Actuarial Opinion**

Contact: Blaine Shepherd  
Phone: (651) 282-2613  
E-mail: [Blaine.Shepherd@state.mn.us](mailto:Blaine.Shepherd@state.mn.us)

**Company Application Questions**

Contact: Sue Porter  
Phone: (651) 296-6907  
E-mail: [Sue.Porter@state.mn.us](mailto:Sue.Porter@state.mn.us)

**Statement Filing Fees, Mailing Address  
Changes, Amendments to Bylaws  
and Articles of Incorporation**

Contact: Sue Porter  
Phone: (651) 296-6907  
E-mail: [Sue.Porter@state.mn.us](mailto:Sue.Porter@state.mn.us)

**Questions on Filing of Credit  
Insurance Annual Report**

Contact: Melane Milbert  
Phone: (651) 282-5605  
E-mail: [Melane.Milbert@state.mn.us](mailto:Melane.Milbert@state.mn.us)

NAIC # \_\_\_\_\_

**INVESTMENT POLICY CERTIFICATION**  
(Pursuant to Minnesota Statutes §60A.112)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_ hereby certifies that:  
(Authorized Officer Name, Title)

1. The Company has a written investment policy meeting the requirements of Minnesota Statutes §60A.112.
2. The Company's board of directors has reviewed and approved or reapproved the investment policy during the year 2011.
3. The Company's board of directors performed a compliance review and made the written determination required by Minnesota Statutes §60A.112 for the year 2011. The written determination was adopted on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**MUST BE FILED ON OR BEFORE MARCH 1, ANNUALLY**

Insurance Company Renewal Information  
**DO NOT MAIL YOUR CHECK WITH**  
**THE ANNUAL FINANCIAL FILING,**  
**PREMIUM TAX RETURN OR ANY OTHER DOCUMENTS**

**(Please forward to license renewal personnel for payment of fees)**

The annual statement/insurance company renewal fees are stated in Minn.Stat. 60A.14, subd. 1 (and in Minn. Stat. 60A.092, subd. 3(4) for accredited reinsurers). **A new surcharge is being collected on behalf of the MN Office of Enterprise Technology (OET) to fund a statewide electronic licensing system pursuant to Minn. Stat. 16E.22.**

The Department **will not be issuing invoices or reminders** to insurance companies. Please print this page and return it with your check made payable to the Minnesota Department of Commerce. This page must be included with each check. A separate check must be issued for each insurance company. Please submit your payment by **March 31, 2012**, based on your company type as listed below.

Domestic companies (life, fraternal, property/casualty, reciprocal, title)	<b>\$857.50*</b>
Foreign property/casualty, reciprocal, and title companies	<b>\$857.50*</b>
Foreign life companies	<b>\$907.50**</b>
Foreign fraternal companies, except: Pennsylvania renewal is \$907.50	<b>\$857.50*</b>
Accredited reinsurers	<b>\$247.50***</b>
Eligible surplus lines insurers (foreign and alien), \$330 except as noted below: Alaska renewal is \$630 California renewal is \$3,826 Maryland renewal is \$2,030 North Carolina renewal is \$530 Ohio renewal is \$1,030 Oklahoma renewal is \$680 Arkansas renewal is \$580	<b>\$330.00****</b>

- \* \$575 COA, \$225 annual statement, \$57.50 OET surcharge
- \*\* \$575 COA, \$225 annual statement, \$50 certificate of valuation, \$57.50 OETsurcharge
- \*\*\* \$225 renewal/annual statement, \$22.50 OET surcharge
- \*\*\*\*\$300 annual renewal of eligibility, \$30.00 OETsurcharge

If you have any questions regarding renewal fees, contact Susan Porter at (651) 296-6907 or e-mail at Sue.Porter@state.mn.us.

\_\_\_\_\_  
Full Name of Insurance Company

\_\_\_\_\_  
NAIC Number

\_\_\_\_\_  
Amount of Check

\_\_\_\_\_  
Name of Contact Person

**Mail Payment to:**

\_\_\_\_\_  
Daytime Phone Number

Minnesota Dept. of Commerce  
Insurance Division  
85 7<sup>th</sup> Place East, Suite 500  
St. Paul, MN 55101-2198

\_\_\_\_\_  
Contact Email Address