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## **CAPTIVE INSURANCE DIVISION SUBMITTAL FORM FOR CAPTIVES FILING ON THE VERMONT CAPTIVE ANNUAL REPORT BLANK**

### **General Instructions**

1. The Submittal Form is required when filing the Vermont Captive Annual Report (VCAR), the copy of the VT Premium Tax Return as filed with Vermont Department of Taxes, the Audited Financial Statements (AFS) and the Certification of Loss Reserves and Loss Expense Reserves.
2. The Submittal Form is only required for companies that file the VCAR. Companies filing annual and/or quarterly statements on the NAIC forms are not required to use the Submittal Form for any of the above filings.
3. The Submittal Form should be attached as the first page of the unsecured .pdf filing containing the appropriate filing submissions and before an optional cover letter.
4. The Submittal Form is a "fillable" PDF. Use of Adobe Acrobat is recommended when completing.
5. Only the sections pertaining to the filing included in the submission should be completed. For example, if the VCAR is being filed by a company on 3/15, put a "check" mark next to the appropriate line item and complete Sections A only.
6. Please refer to the [Filing Due Date Checklists](#) and [Regulation C-1981-02](#) on [our web site](#) for further filing guidance and requirements.

If the Submittal Form is not included, the filing(s) may be returned with a request for re-submission.