



(Printable Reference Tool) - Print on legal sized paper [DFR Captive Insurance website](#)

2021 FILING CHECKLIST FOR: Domestic Affiliated Reinsurance Company (ARC)

This checklist is not inclusive of all Vermont DFR regulatory requirements; The Commissioner may require additional documents/filings as warranted.

Electronic Submissions only (except license renewal fees). See Filing address per filing type.

See Title 8: Banking and Insurance/Chapter 141: Captive Insurance Companies/Subchapter 5: Affiliated Reinsurance Companies Section 6049 [Vermont Statute Title 8 Chapter 141](#)

Filing	Description	Due Date **/Date Submitted
NAIC FINANCIAL STATEMENT	Submit one unsecured PDF (reference captive name and license # in file name)	Prior to 3/1 **
Property & Casualty (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Annual Statement (8 1/2" x 14")	Signed and notarized Jurat Page (verified by oath of two of its executive officers) Please see temporary guidance on notarization here: Temporary Notarization Guidance	
NAIC Supplements	Risk-Based Capital (RBC) Report Reinsurance Summary Supplemental Filing Reinsurance Attestation Supplement Stockholder Information Supplement Director and Officer Insurance Coverage Supplement (also due Quarterly) Copy of executed Vermont Premium Tax Return and support of reported premium (* Link to myVTax at bottom of this page) Due 3/15	
	Submit one unsecured PDF (reference captive name and license # in file name)	Prior to 4/1 **
(as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
NAIC Supplements	Insurance Expense Exhibit Management Discussion & Analysis Investment Risk Interrogatories Cybersecurity and Identity Theft Insurance Coverage Supplement	
NAIC QUARTERLY STATEMENT	Submit one unsecured PDF (reference captive name and license # in file name)	Due Quarterlyly 5/15, 8/15, 11/15
Domestic ARC's only (as of 3/31/xxxx) (as of 6/30/xxxx) (as of 9/30/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov NAIC Quarterly Statement Form (Due 5/15/xxxx) NAIC Quarterly Statement Form (Due 8/15/xxxx) NAIC Quarterly Statement Form (Due 11/15/xxxx)	
HOLDING COMPANY SYSTEM REGULATION FOR ARCS CHARTERED IN VERMONT	Submit one unsecured PDF (reference captive name and license # in file name)	On or before 3/15
(as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Holding Company Filings	Holding Company Form B, C & F (unless exemption or disclaimer of affiliation business plan approval on file)	
CORPORATE GOVERNANCE ANNUAL DISCLOSURE (CGAD)	Submit one unsecured PDF (reference captive name and license # in file name)	On or before 6/1
(as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
CGAD		
OWN RISK AND SOLVENCY ASSESSMENT (ORSA)	Submit one unsecured PDF (reference captive name and license # in file name)	Due annually AND when significant changes to risk profile.
(as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
ORSA		
LICENSE RENEWAL FEE	\$500 payable to: Vermont Department of Financial Regulation; include License #/Captive Name	On or before 4/1
All Filers (annually)	Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101 or by Wire: for confirmation of Wire Transfer Instructions contact (802) 828-3304	
AUDIT	Submit one unsecured PDF (reference captive name and license # in file name)	On or before 6/30
All Filers (as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Certified By Vermont Approved CPA	
Audited Financial Statement	Audited Financial Statement, including: Audited Financial Statement and Statement of Actuarial Opinion Submittal Form Report of Evaluation of Internal Controls Accountant's Letter of Qualifications Certification of Review of Audit Work Papers	
ACTUARIAL	Submit one unsecured PDF (reference captive name and license # in file name)	
(as of 12/31/xxxx)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Certified By Vermont approved Actuary Audited Financial Statement and Statement of Actuarial Opinion Submittal Form	
	Statement of Actuarial Opinion	On or before 3/1
	Actuarial Opinion Summary (filed with VT DFR only)	On or before 3/15
*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****		
OTHER REQUIRED FILINGS:		
PARENT/SPONSOR ANNUAL FINANCIAL STATEMENT	Submit one unsecured PDF (reference captive name and license # in file name) or link to online filing	Due annually upon release
All Filers (as of Parent company year-end)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Annual Financial Statements of ultimate controlling parent. Note: Foreign currency must be converted to US\$ and statements marked as Private and Confidential, if applicable.	
REINSURER AUDITED FINANCIAL STATEMENT	Submit one unsecured PDF (reference captive name and license # in file name) or link to online filing	Due annually upon release
Approved Affiliated or Captive Approved Reinsurer Filers Only (as of Reinsurer year-end)	Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov Audited Financial Statement	

*NOTE: The Captive Insurance Premium Tax (CPT) returns and payments are to be filed no later than March 15th and are to be electronically filed and paid via the Vermont Department of Taxes online system <https://www.myvtax.vermont.gov/>

** Please note that for our domestic filing due date references of "Prior to", for our purposes we interpret the date to be the same as would fall under our domestic filing due date reference "On or before". Example: If the Due date is Prior to March 15th, we consider the filing due date to be no later than March 15th, after which an extension would need to be requested. If a statutory due date falls on a weekend or a public holiday, it would then fall as due by the next business day.