


<div><div>VERMONT DEPARTMENT OF FINANCIAL REGULATION</div></div>		(Printable Reference Tool) - Print on legal sized paper DFR Captive Insurance website	
2022 FILING CHECKLIST FOR: Vermont Domestic Risk Retention Groups			
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 and Chapter 142: RRG Vermont Statute Section 8 - see Chapters 141 and 142			
Filing Type/Details		✓ Description/Filing address	Due Date **/Date Submitted
NAIC FINANCIAL STATEMENT		Submit one unsecured PDF (reference RRG name and license # in file name)	Prior to 3/1 **
Property & Casualty			
All Filers		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of 12/31/xxxx)			
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 (if applicable)		Risk-Based Capital (RBC) Report	
		Reinsurance Summary Supplemental	
		Reinsurance Attestation Supplement	
		Stockholder Information Supplement - Schedule SIS	
		Supplement A (Medical Malpractice Supplement)	
		Director and Officer Insurance Coverage Supplement (also due Quarterly)	
		Schedule Y-Part 1 (organizational chart) must be completed by all domestic RRGs, regardless of holding company status	
		Copy of executed Vermont Premium Tax Return and support of reported premium (* Link to myVTax at bottom of this page) Due by 3/15	
		Submit one unsecured PDF (reference RRG name and license # in file name)	Prior to 4/1 **
		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
NAIC Supplements (if applicable)		Insurance Expense Exhibit	
		Management Discussion & Analysis	
		Supplemental Investment Risk Interrogatories	
		Cybersecurity and Identity Theft Insurance Coverage	
NAIC QUARTERLY STATEMENT		Submit one unsecured PDF (reference RRG name and license # in file name)	Due Quarterly 5/15, 8/15, 11/15
Domestic RRG's only		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of 3/31/xxxx)		NAIC Quarterly Statement Form (Due 5/15/xxxx)	
(as of 6/30/xxxx)		NAIC Quarterly Statement Form (Due 8/15/xxxx)	
(as of 9/30/xxxx)		NAIC Quarterly Statement Form (Due 11/15/xxxx)	
HOLDING COMPANY SYSTEM REGULATION FOR RRGs CHARTERED IN VERMONT		Submit one unsecured PDF (reference RRG and NAIC # in file name)	On or before 3/15
Domestic RRGs only		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of 12/31/xxxx)			
Holding Company Filings (if applicable)		Holding Company Form B, C & F (unless exemption or disclaimer of affiliation business plan approval on file) Per C-2012-2	
ACTUARIAL		Submit one unsecured PDF (reference RRG name and license # in file name)	
All Filers		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of 12/31/xxxx)		Certified By Vermont approved Actuary	
Certification of Loss Reserves and Loss Expense Reserves		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
LICENSE RENEWAL FEE		\$500 payable to: Vermont Department of Financial Regulation; include License #/RRG Name	On or before 4/1
All Filers		Mail to: VTDFR-Captives, 89 Main St, Drawer 20, Montpelier, VT 05620-3101	
(annually)		or by Wire: for confirmation of Wire Transfer Instructions contact (802) 828-3304	
AUDIT		Submit one unsecured PDF (reference RRG name and license # in file name)	On or before 6/30
All Filers		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
*RRGs must follow Model Audit Rules (MAR) - See C-2012-1		Certified By Vermont Approved CPA	
(as of 12/31/xxxx)		Audited Financial Statement*, including:	
Audited Financial Statement		Audited Financial Statement and Statement of Actuarial Opinion Submittal Form	
		Report of Evaluation of Internal Controls (or Communication of Internal Control Related Matters noted in audit if subject to C-2012-01)	
		Accountant's Letter of Qualifications	
		Certification of Review of Audit Work Papers	
		CPA Awareness Letter	
*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****			
OTHER REQUIRED FILINGS:			
BOARD INDEPENDENCE		Submit one unsecured PDF (reference RRG name and license # in file name)	Due following annual meeting or no later than 12/31/xxxx
All RRG Filers		Electronic Address: DFR.CaptiveMail@vermont.gov	
(annually)		RRG Board Independence Determination Form	
PARENT/SPONSOR ANNUAL FINANCIAL STATEMENT		Submit one unsecured PDF (reference RRG name and license # in file name) or link to online	Due annually upon release
All Filers		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of Parent company year-end)		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 RRG name and license # in file name) or link to online	Due annually upon release
Approved Affiliated or Captive Approved Reinsurer Filers Only		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of Reinsurer year-end)		Audited Financial Statement	
PRO FORMA FINANCIAL STATEMENTS		Submit one unsecured PDF (reference RRG name and license # in file name)	Due every 5 years; if not in line with actual; or upon request
All Filers		Electronic Address: DFR.CaptiveMail@vermont.gov	
		Pro Forma including cover letter and assumptions (for review and approval)	
*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.			
VERMONT DEPARTMENT OF FINANCIAL REGULATION		89 MAIN STREET, MONTPELIER VT 05620-3101	FOR QUESTIONS PLEASE CALL: (802)828-3304