


<div><div>VERMONT DEPARTMENT OF FINANCIAL REGULATION</div></div>		(Printable Reference Tool) - Print on legal sized paper DFR Captive Insurance website	
2023 ANNUAL/2024 QUARTERLY FILING CHECKLIST FOR Vermont Domestic Special Purpose Financial Insurance Companies (SPFIs)			
*SPFIs licensed prior to 1/1/2014 are NOT required to file with the NAIC. SPFIs licensed 1/1/2014 and thereafter are required to file with the NAIC (see Bulletin C-2014-01).			
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 4: Special Purpose Financial Insurance Companies Section 6048 Vermont Statute Title 8 Chapter 141			
Filing Type/Details		✓ Description/Filing address	Due Date ** /Date Submitted
NAIC FINANCIAL STATEMENT Life, Accident & Health		Submit one unsecured PDF (reference SPFI name and license # in file name)	Prior to 3/1 **
All SPFI Calendar Year-end Filers (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: Notarization Guidance	
		Copy of executed Vermont Captive Insurance Tax Return and applicable support of reported premium (* Link to myVTax at bottom of this page) Due 3/15	
NAIC Supplements		Risk-Based Capital (RBC) Report	
		Submit one unsecured PDF (reference SPFI name and license # in file name)	Prior to 4/1 **
		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
NAIC Supplements		Management Discussion & Analysis	
		Supplemental Investment Risk Interrogatories	
		Executive Summary of the PBR Actuarial Report	
		Life Summary of the PBR Actuarial Report	
		Variable Annuities Summary of the PBR Actuarial Report	
		PBR Actuarial Report (provide upon request)	
NAIC QUARTERLY STATEMENT		Submit one unsecured PDF (reference SPFI name and license # in file name)	Due Quarterly 5/15, 8/15, 11/15
All SPFI Calendar Year-end Filers (as of 3/31/xxxx)		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
(as of 6/30/xxxx)		NAIC Quarterly Statement Form (Due 5/15/xxxx)	
(as of 9/30/xxxx)		NAIC Quarterly Statement Form (Due 8/15/xxxx)	
		NAIC Quarterly Statement Form (Due 11/15/xxxx)	
HOLDING COMPANY SYSTEM REGULATION FOR SPFIs		Submit one unsecured PDF (reference captive name and license # in file name)	On or before 3/15
SPFIs (as of 12/31/xxxx)		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Holding Company Filings		Holding Company Form B, C & F, when applicable	
LICENSE RENEWAL FEE		\$5,000 payable to: Vermont Department of Financial Regulation; include SPFI Name and license #	On or before 4/1
All SPFI 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 SPFI name and license # in file name)	On or before 6/30
All SPFI Calendar Year-end Filers (as of 12/31/xxxx)		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Audited Financial Statement		Certified By Vermont Approved CPA	
		Audited Financial Statement, including:	
		Report of Evaluation of Internal Controls	
		Accountant's Letter of Qualifications	
		Certification of Review of Audit Work Papers	
ACTUARIAL		Submit one unsecured PDF (reference SPFI name and license # in file name)	On or before 6/30
All SPFI Calendar Year-end Filers (as of 12/31/xxxx)		Electronic Address: DFR.CaptiveFinancialFilings@vermont.gov	
Certification of Loss Reserves and Loss Expense Reserves		Certified By Vermont approved Actuary	
		Statement of Actuarial Opinion	
		Statement of Actuarial Opinion on X-Factors	
		Statement of non-guaranteed elements-NAIC Exhibit 5 Int. #3	
		Statement of par/non-par policies - NAIC Exhibit 5 Int. #1&2	
		Regulatory Asset Adequacy Issues Summary - (Filed with Vermont only)	
*****REMINDER to submit NAIC REGULATORY REPORTING to NAIC.org (Financial Filings) as required*****			
OTHER REQUIRED FILINGS:			
MATERIAL VARIANCES LETTER		Submit one unsecured PDF (reference SPFI name and license # in file name) or link to online	Due annually
All SPFI Filers		Material Variances Letter (filed with VT DFR only)	
PARENT/SPONSOR ANNUAL FINANCIAL STATEMENT		Submit one unsecured PDF (reference SPFI name and license # in file name) or link to online	Due annually upon release
All SPFI 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 SPFI 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	
*NOTE: The Vermont Captive Insurance Tax Returns (CPT) 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 www.myvtax.com			
** 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.			