



OFFICE OF COMMISSIONER OF INSURANCE
COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER
Ralph T. Hudgens, Commissioner



2 Martin Luther King Jr., Dr., Suite 604, West Tower, Atlanta, GA 30334

Phone: 404-656-7556 ♦ Fax: 770-344-5798 ♦ E-mail: Tbrewster@oci.ga.gov

www.oci.ga.gov

**CONTINUING CARE RETIREMENT
COMMUNITY ANNUAL RENEWAL CHECK SHEET**

**NON-TRADITIONAL ENTITIES
GID-384-NT DEC2014**

To: Continuing Care Providers and Facilities

Re: **Annual Statement Filing Instructions**

Dear Sir/Madam:

Our department implemented a process that allows non-traditional companies to file their annual renewal packet electronic ally using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. I am including below the information from our website for setting up an account.

Once you have determined who you want as company portal administrators, please send the information as an email attachment to my attention at Tbrewster@oci.ga.gov :

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

Once I have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal.

As a licensed Continuing Care Provider (CCRC), our law and regulations require you to file an annual statement and notice of major change in the organization by **June 1st**. Specifically the law found at O.C.G.A. § 33-45-5 states:

(1) Provide Citizenship Affidavit form (**GID-276-EN**), along with verification.

(2) Each CCRC must provide an Annual Statement (**GID-60-EN**).

(3) At the time of filing its annual statement, the CCRC shall pay a filing fee as provided in O.C.G.A. §33-8-1. **The fee is \$75.00.** The renewal fees will be paid through an electronic payment, a bank to bank transaction accomplished by an electronic funds transfer (EFT) outside our website's company portal. The department's banking information for electronic funds transfer is confidential and each company must request access to this information. To request authorization to access the department's banking information you will need to follow these steps: (1) Access the company portal on our website at www.oci.ga.gov, (2) Go to the Official EFT (ACH) Request and complete the form, (3) Scan the form into a PDF format and upload the scanned document into the designated section by January 31, 2014. Upon the completion and review of these steps, you will be notified.



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(4) Change of ownership or principals, requires a new biographical statement (**GID-59-EN**) and Investigative Background Report for each individual changed in the organization.

(5) Disclosure Statement Checklist (**GID-372-NT**).

(6) Each authorized CCRC shall file a revised disclosure statement and such other information and data showing its condition as of the last day of the preceding calendar year or fiscal year of the provider as stated in O.C.G.A § 33-45-6. The statement shall be filed annually on or before **June 1st** or within such extension of time therefore as the Commissioner for good cause may have granted and shall be for the preceding calendar year. If the department does not receive the required information on or before June 1, a late fee may be charged. The department may approve an extension of up to 30 days.

(7) CCRC Annual Renewal Check Sheet (**GID-382-NT**)

The above information (Items 1-7) must be completed in their entirety and submitted electronically **ON OR BEFORE JUNE 2, 2015**. If, for any reason, **any** of the application is incomplete, the filing will be deemed late. Please note that, in accordance with the legislation, CCRC licenses are to be effective from July 1 to June 30. **All Continuing Care Retirement Community licenses will expire June 30, 2015.**

For your convenience, all forms may be accessed through the Department's website. The address is: www.oci.ga.gov, then "Other Services" at the bottom of the home page, choose "Limited Risk Entities" and then choose the category for "Continuing Care Retirement Community".



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Continuing Care Retirement Community Annual Renewal Check Sheet

Name of Company: _____

EIN: _____ Check#: _____

Contact Person: _____

Email: _____

_____ Citizenship Affidavit – **GID-276-EN**

_____ Annual Statement – **GID-60-NT**

_____ Biographical Statement – **GID-59-NT**

_____ Disclosure Statement

_____ Renewal Application Fee **\$75.00**