



## OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

March 15, 2005

To: Continuing Care Providers and Facilities

Re: **Annual Statement Filing Instructions**

Dear Sir/Madam:

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 **May 1**. Specifically the law found at O.C.G.A. § 33-45-5 states:

- (1) Each authorized CCRC shall file with the Commissioner a full and true statement of its financial condition, transactions, and affairs as stated in O.C.G.A § 33-45-6. The statement shall be filed annually on or before **May 1** or within such extension of time therefore as the Commissioner for good cause may have granted and shall be for the preceding calendar year (**extension only granted in extreme circumstances**). The statement shall be in such form and contain such matters as the department prescribes and shall be verified by at least two officers of such administrator.
- (2) 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.**
- (3) Change of ownership or principals, requires a new biographical statement (**GID-59**) and Investigative Background Report for each individual changed in the organization. If any of these forms are needed, please advise us no later than March 16, 2004.
- (4) Each CCRC must provide an Annual Statement (**GID-60**). This form may be found at the Department's website: <http://www.gainsurance.org/DOWNLOADS/home.asp>. If you do not have access to the internet please contact the undersigned no later than January 31, 2005.

The above information (Items 1-4) must be completed in their entirety and returned to this Office **ON OR BEFORE MAY 1, 2005**. If, for any reason, **any** of the application is incomplete, the filing will be deemed late. If a correct and complete filing, along with the appropriate fees, is not received **ON OR BEFORE MAY 1, 2005**, in accordance with O.C.G.A. §33-45-5, administrative action, including but not limited to, administrative fine, revocation, or suspension will be commenced.

Please note that your financial statement **MUST BE MAILED** to us. We will not accept hand delivered statements -- **NO EXCEPTIONS WILL BE MADE**. Please call me at 404-656-7556 if you have any questions.

Sincerely,

Tammy L. Brewster, Analyst  
Enforcement Division