



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

TO: All Licensed Risk Retention Groups

FROM: Janice M. Wesley *Jmw*
Financial Analyst

DATE: January 22, 2009

RE: Annual Statement Filing Instructions

As a registered Risk Retention Group in the state of Georgia you are required to file the following items pursuant to O.C.G.A. § 33-40-4(c) by **March 1, 2009**:

1. Annual Statement
2. \$200 Quarterly Filing Fees or \$50 per Quarter, as provided in O.C.G.A. § 33-8-1
3. Complete Names of Officers and Directors (Jurat Page)
4. A certificate of Compliance from State of Domicile
5. A certificate of Deposit from State of Domicile
6. Actuarial Statement of Opinion/Loss Reserve Opinion
7. SVO Certificate
8. Report of Examination
9. Risk Based Capital Summary Report

Besides the above, the Management Discussion is due by April 1, the Audited Financial Statements are due on June 1 and quarterly statements are due May 15, August 15 and November 15.

A new line has been added for an email address. This MUST be completed. In the future, all annual and renewal notices will be emailed. However, your filings must be according to the instructions in the next paragraph.

Please note that your financial statement **MUST BE MAILED** to us. We will not accept hand delivered statements – **NO EXCEPTIONS WILL BE MADE.** Furthermore, according to O.C.G.A. § 33-4018, any risk retention group, which violates any provision of this chapter, will be subject to fines and penalties applicable to licensed insurers generally. If you have any questions please feel free to call me at 404/656-1724 or email at jwesley@oci.ga.gov.

/jmw