

## TITLE COMPANIES

COMPANY NAME: \_\_\_\_\_ NAIC Company Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

REQUIRED FILINGS IN THE STATE OF:  Maryland  Filings Made During the Year 2024

**\*DOMICILED COMPANIES – ALL 2023 ANNUAL STATEMENT AND 2024 QUARTERLY FILINGS ARE PERMITTED TO BE SUBMITTED ELECTRONICALLY. COMPANIES SHOULD RETAIN ONE HARD COPY TO BE FILED WITH THE MARYLAND INSURANCE ADMINISTRATION UPON REQUEST AT A LATER DATE. ELECTRONIC SIGNATURES WILL BE ACCEPTED. PLEASE SEE FILING INSTRUCTIONS BELOW**

(1) Checklist	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE* *	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
<b>I. NAIC FINANCIAL STATEMENTS</b>								
	1	Annual Statement (8 ½” x 14”)	1	EO	xxx	3/1	NAIC	
	1.1	Printed Investment Schedule detail (Pages E01-E29)	1	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 ½” x 14”)	1	EO	xxx	5/15, 8/15, 11/15	NAIC	
<b>II. NAIC SUPPLEMENTS</b>								
	11	Actuarial Opinion	1	EO	xxx	3/1	Company	
	12	Investment Risk Interrogatories	1	EO	xxx	4/1	NAIC	
	13	Management Discussion & Analysis	1	EO	xxx	4/1	Company	
	14	Schedule SIS	1	N/A	N/A	3/1	NAIC	
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	1	N/A	xxx	4/1	NAIC	
<b>III. ELECTRONIC FILING REQUIREMENTS</b>								
	61	Annual Statement Electronic Filing	xxx	EO	xxx	3/1	NAIC	
	62	March .PDF Filing	xxx	EO	xxx	3/1	NAIC	
	63	Supplemental Electronic Filing	xxx	EO	xxx	4/1	NAIC	
	64	Supplemental .PDF Filing	xxx	EO	xxx	4/1	NAIC	
	65	Quarterly Statement Electronic Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	66	Quarterly .PDF Filing	xxx	EO	xxx	5/15, 8/15, 11/15	NAIC	
	67	June .PDF Filing	xxx	EO	xxx	6/1	NAIC	
<b>IV. AUDIT/INTERNAL CONTROL RELATED REPORTS</b>								
	81	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	
	82	Audited Financial Reports	1	EO		6/1	Company	
	83	Audited Financial Reports Exemption Affidavit	1	N/A	N/A	6/1	Company	
	84	Communication of Internal Control Related Matters Noted in Audit	1	EO	N/A	8/1	Company	
	85	Independent CPA (change)	1	N/A	N/A	6/1	Company	
	86	Management’s Report of Internal Control Over Financial Reporting	1	N/A	N/A	8/1	Company	
	87	Notification of Adverse Financial Condition	1	N/A	N/A	6/1	Company	
	88	Request for Exemption to File		N/A	N/A	6/1	Company	
	89	Relief from the five-year rotation requirement for lead audit partner		EO	xxx	3/1	Company	
	90	Relief from the one-year cooling off period for independent CPA		EO	xxx	3/1	Company	
	91	Relief from the Requirements for Audit Committees		EO	xxx	3/1	Company	
<b>V. STATE REQUIRED FILINGS***</b>								

(1) Checklist	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE*	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
	101	Corporate Governance Annual Disclosure***	1	0	xxx	6/1	Company	Refer to Title 4, Subtitle 5 of the Insurance Article
	102	Holding Company Registration Statement (Forms B&C)	1	0	xxx	5/1	State	Refer to Section 7-601 of Insurance Article
	103	Insurance Holding Company System Model Regulation, Form F, Enterprise Risk Report (Model 450-27)	1	0	xxx	7/1	State	Refer to Section 7-603(h) of the Insurance Article
	104	ORSA ****	1	0	xxx		Company	Refer to title 32 of Insurance Article
	105	Premium Tax Statement	1	0	1	3/15	State	6-102 of the Insurance Article  ANNUAL PREMIUM TAX STATEMENT FILINGS: IT IS RECOMMENDED THAT COMPANIES FILE THROUGH OPTINS. PLEASE SEE MIA WEBSITE FOR FURTHER INSTRUCTIONS. <a href="http://premiumtaxfiling.mia@maryland.gov">premiumtaxfiling.mia@maryland.gov</a>
	106	Group Capital Calculation (File with lead state only)						Not yet adopted by MD as a requirement.
	107							
	108							
	109							

\*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).

\*\*If Form Source is NAIC, the form should be obtained from the appropriate vendor.

\*\*\*For those states that have adopted the NAIC Corporate Governance Annual Disclosure Model Act, an annual disclosure is required of all insurers or insurance groups by June 1. The Corporate Governance Annual Disclosure is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm).

\*\*\*\*For those states that have adopted the NAIC updated Holding Company Model Act, a Form F Filing is required annually by holding company groups. Consistent with the Form B filing requirements, the Form F is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

\*\*\*\*\*For those states that have adopted the NAIC Risk Management and Own Risk and Solvency Assessment Model Act, a summary report is required annually by insurers and insurance groups above a specified premium threshold. The ORSA Summary Report is a state filing only and should not be submitted by the company to the NAIC. Note however that this filing is intended to be submitted to the lead state if filed at the insurance group level. For more information on lead states, see the following NAIC URL: [http://www.naic.org/public\\_lead\\_state\\_report.htm](http://www.naic.org/public_lead_state_report.htm)

		<b>NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)</b>	
	A	Required Filings Contact Person: Attn: Lynn Beckner <a href="mailto:holdingcompanyfiling.mia@maryland.gov">holdingcompanyfiling.mia@maryland.gov</a>	
	B	DOMESTIC COMPANIES - COVID-19 EMERGENCY INSTRUCTIONS <b>Electronic Filing Instructions:</b> Completed Annual Statement, Quarterly Statement and related supplemental filings should be submitted to the Maryland Insurance Administration via email at: <a href="mailto:eafilings.mia@maryland.gov">eafilings.mia@maryland.gov</a>  Holding company filings (Forms A, B, C, D, E, F, and <a href="#">Corporate Governance Annual Disclosure</a> ) should be submitted to the Maryland Insurance Administration via email at: <a href="mailto:holdingcompanyfiling.mia@maryland.gov">holdingcompanyfiling.mia@maryland.gov</a>	
	C	DOMESTIC COMPANIES - COVID-19 EMERGENCY INSTRUCTIONS <b>Electronic Signatures:</b> Electronic filings should contain electronic signatures  The MIA generally instructs companies to file certain documents in hard copy form with original (wet) signature, and in some cases sent via certified mail or first-class and with notary requirements. The hard copy, original (wet) signature, and related filing requirements are currently waived, however, companies are expected to file the documents electronically. The electronic filing should contain electronic signatures. The companies should retain a hard copy so that they can file the hard copy, at a later date if requested by the Maryland Insurance Administration. With respect to the hard copies to be filed, the requirement for wet signatures is waived.	
	D	Mailing Address: Maryland Insurance Administration Examination and Auditing Unit 200 St. Paul Place Suite 2700 Baltimore, MD 21202	
	E	Mailing Address for Filing Fees: Maryland Insurance Administration ATT: Shanell Hurt Franklin or Spencer Harris Fiscal Unit 200 St. Paul Place Baltimore, MD 21202	
	F	Mailing Address for Premium Tax Payments: Maryland Insurance Administration ATT: Shanell Hurt Franklin or Spencer Harris Fiscal Unit 200 St. Paul Place Baltimore, MD 21202	
	G	Delivery Instructions: Electronic postmark on or before due date	
	H	Late Filings: Subject to penalty and interest	
	I	Original Signatures: Yes	Domestic insurers – Due to the COVID-19 pandemic, electronic

			signatures will be accepted for all filings.
J	Signature/Notarization/Certification: Yes		Domestic insurers – Notarization/Certification should be electronic, if possible.
K	Amended Filings: Yes		
L	Exceptions from normal filings: Approval must be in writing		
M	Bar Codes (State or NAIC): NAIC		
N	Signed Jurat:		Signed Jurat page is no longer required for foreign insurers. Domestic insurers – Jurat page should contain electronic signatures.
O	NONE Filings: Yes		
P	Filings new, discontinued or modified materially since last year: Yes, electronic filings only		
Q	Line 103, Insurance Holding Company System Model Regulation, Form F, Enterprise Risk Report (Model 450-27)		Refer to Section 7-603(h) of Insurance Article
R	Additional Questions		Refer to “Reports due from Regulated Entities to the Maryland Insurance Administration” found on the MIA website at <a href="http://insurance.maryland.gov/Insurer/Pages/CompanyFilingRequirements.aspx">http://insurance.maryland.gov/Insurer/Pages/CompanyFilingRequirements.aspx</a> , under Summary of Maryland Required filings.

**General Instructions  
For Companies to Use Checklist**

**Please Note:** This state’s instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

**Electronic filing is intended to be filing(s) submitted to the NAIC via the NAIC Internet Filing Site which eliminates the need for a company to submit diskettes or CD-ROM to the NAIC. Companies are not required to file hard copy filings with the NAIC.**

**Column (1) Checklist**

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an “x” in this column when submitting information to the state.

**Column (2) Line #**

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

**Column (3) Required Filings**

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March.PDF Filing*** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental.PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Electronic Filing*** includes the quarterly statement data.

The ***Quarterly.PDF Filing*** is the .pdf for quarterly statement data.

The ***June.PDF Filing*** is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

**Column (4) Number of Copies**

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (EX) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX) Task Force. XXX appears in the “Number of Copies” “Foreign” column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

**Column (5) Due Date**

Indicates the date on which the company must file the form.

**Column (6) Form Source**

This column contains one of three words: “NAIC,” “State,” or “Company,” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing

instructions (generally, on its web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

**Column (7)      Applicable Notes**

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.

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