

General Instructions For Fraternal Societies 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 include filing via the Internet or via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Companies may use the checklist to submit to a state, if the state requests it.

ATTENTION FOREIGN FRATERNAL SOCIETIES:

The Following Documents Are Required To Be Filed Electronically In REFS By All Foreign Companies Pursuant To The Respective Instructions Provided Herein:

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| 1. A Original Signed and Notarized Jurat Page | 7. Certificate of Valuation |
| 2. Notification of Adverse Financial Condition | 8. Audited Financial Statement Exemption Affidavit (if Applicable). |
| 3. Certificate of Compliance | 9. Florida Service of Process Consent and Agreement (when applicable). |
| 4. Certificate of Deposit | 10. Insurance Department Financial Exams (When Public). |
| 5. Regulatory Asset Adequacy Issues Summary | |
| 6. Report on Deficiencies in internal control (ONLY IF THERE ARE SIGNIFICANT DEFICIENCIES). | |

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 mailing 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 annual statement data, detail for investment schedules and supplements due March 1.

GENERAL INSTRUCTIONS - CONTINUED

The ***Separate Accounts Electronic Filing*** includes the separate accounts annual statement and investment schedule detail.

The ***Separate Accounts .PDF Filing*** is the .pdf file for the separate accounts annual statement and all investment schedule detail.

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

The ***Supplement .PDF Filing*** is the .pdf file for all supplemental schedules and exhibits 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.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic fraternal society is required to file for each type of form. The Blanks (E) 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 (EX4) 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. The 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 fraternal society must file the form.

(Also, refer to Instruction 'E' and Instruction 'F' of "Filing Instructions" and (refer to 'FAQs - QUESTIONS & ANSWERS', #1).

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the fraternal society 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 a website). If this column contains "Company," the fraternal society, 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 fraternal society should carefully read these notes ***before*** submitting a filing.