

**STATE OF HAWAII
INSURANCE DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS**

**P. O. Box 3614
Honolulu, HI 96811-3614**

**335 Merchant St., Room 213
Honolulu, HI 96813**

TO: FOREIGN RISK RETENTION GROUPS

SUBJECT: ANNUAL FILING REQUIREMENTS

A. GENERAL INFORMATION

All filings must be SUBMITTED no later than the filing deadlines noted below. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.

B. DOCUMENTS AND FILING DEADLINES

<u>DOCUMENT (FILE ONE COPY EACH UNLESS OTHERWISE STATED)</u>	<u>FILING DEADLINE</u>
• TAX STATEMENT (Annual Statement of Premiums Received for Taxation Purposes) for the previous calendar year, signed on insurer's behalf by a duly authorized officer and notarized.	March 1
• CERTIFICATE OF COMPLIANCE from the State of Domicile	As soon as Available
• LATEST REPORT OF EXAMINATION (if not previously filed) bearing an original certification by the insurance supervisory official of the state of domicile.	As soon as Available
• AMENDMENTS TO CHARTER OR ARTICLES OF INCORPORATION, Within 90 CONSTITUTION AND BYLAWS, made during year, bearing an original days after Certification by the proper officer of the state of domicile. Constitution and enactment Bylaws should be certified by an officer of the insurer and notarized.	

C. REMARKS

ANNUAL FILING is now processed via OPTins.

INSTRUCTIONS (OPTINS):

Easy-to-follow instructions are available at www.optins.org. If you have any questions regarding the setup of account, contact the *OPTins Marketing Team* by email at optinsmktg@naic.org or by phone at (816) 783-8787. Should there be any change in company contact, such as contact person, email and/or physical mailing address, please notify the Division timely. Updates and/or questions can be sent to ins-certexam@dcca.hawaii.gov.

Your Risk Retention Group registration will be administratively withdrawn if documents are not submitted by the filing deadline.

QUESTIONS REGARDING FILING REQUIREMENTS:

Please contact Certification & Agency Exam Section at (808) 586-3870 or
ins-certexam@dcca.hawaii.gov