

INSURANCE COMMISSIONER  
STATE OF OKLAHOMA

**The Accredited Reinsurer Instruction Booklet can be found on our Website (<http://www.oid.ok.gov>) under the Quick Click Topics and within the Annual Statement Filings area**

Your packet should contain the following:

- 1) Instruction Sheet
- 2) Checklist
- 3) Remittance Voucher
- 4) Application and Agreement
- 5) Form AR-1 (365-25-7-63 Appendix P) Certificate of Assuming Insurer

### **General Filing Instructions**

1. If the Annual Statement is filed with the NAIC, submission of only the Jurat Page is necessary. Companies that do not file with the NAIC, must submit a hard copy of the Annual Statement. Forms and Checks must be mailed under one cover for each
2. Subsidiary company filings must be mailed separately. **Do not mail under one cover.** If mailed under one cover, these will be subject to return at the company's expense and fined for late filing.
3. All Annual Statements, audited financial statements, forms and checks must be **postmarked or received in this office no later than March 1.** (36 O.S. §311(A) and §624, as amended) Annual Statements filed after the first day of March are subject to a fine equal to the greater of **\$250 or \$100 per day** pursuant to 36 O.S. §311.
4. **Original signatures are required** - copies or stamps of signatures are unacceptable.
5. **Please note: The Jurat Page of the Annual Statement and the Agreement and Application for Oklahoma License require a Company Seal. Certification by an authorized Notary will be accepted for those companies who do not have a Company Seal.**
6. **Additional required documents to be submitted with the Annual Statement:**
  - Certified **Certificate of Compliance** from State of Domicile or Port of Entry (dated current or year end)
  - Certified **Certificate of Deposit** or Valuation from State of Domicile or Port of Entry (dated current or year end)
  - List of ceding **Oklahoma domestic companies**
  - Copy of the most recent **audited financial statement**, if not already on file with the Oklahoma Insurance Department
  - Certified **Certificate of Authority** from State of Domicile
  - **Remittance Voucher** and fee of **\$650.00**
  - High Risk Pool Form – if applicable