

**OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER**

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

**Ralph T. Hudgens, Commissioner****2 Martin Luther King Jr., Dr., Suite 604, West Tower, Atlanta, GA 30334****www.oci.ga.gov****Phone: 404-656-7556 ♦ Fax: 770-344-5798 ♦ E-mail: [Tbrewster@oci.ga.gov](mailto:Tbrewster@oci.ga.gov)****LIMITED RISK ENTITIES****RISK RETENTION GROUP RENEWAL INSTRUCTIONS****FILING INSTRUCTIONS**

TO: All Licensed Risk Retention Groups

FROM: Limited Risk Entities

RE: Annual Statement Filing Instructions

DATE: September 1, 2015

This is to advise you of the procedural changes for ALL Limited Risk Entities and their annual renewal process. The State of Georgia has implemented a process that allows ALL Limited Risk Entities to file their annual renewal documents electronically using our Company Portal. The Company Portal is the primary vehicle our department uses to collect and disseminate information, such as directives and bulletins.

Below you may find information on how to set up an account. Each Entity must designate two or more individuals within the company as the “Company Portal” Account Manager(s). Once you have determined whom you want as company portal administrators, please send your email to [Tbrewster@oci.ga.gov](mailto:Tbrewster@oci.ga.gov). The letter MUST follow the format below:

1. On your company’s letterhead
2. The name of the licensed company
3. The license number of the company
4. The name of the administrators, including phone numbers and email addresses
5. The letter must be signed by an officer or director

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal.

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 of every year:

1. Annual Statement
2. \$200 Quarterly Filing Fees or \$50 per Quarter, as provided in O.C.G.A. § 33-8-1, will be paid through an electronic payment, bank to bank transaction accomplished by an electronic funds transfer (EFT) outside our website’s company portal. The department’s banking information you will need to follow these steps: (1) Access the company portal on our website at [www.oci.ga.gov](http://www.oci.ga.gov), (2) go to the Official EFT (ACH) Request and complete the form, (3) Scan the form into a PDF format and upload the scanned documents into the designated section.
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
10. Citizenship affidavit (GID-276-EN), with verification
11. Annual Renewal Check Sheet (GID-239-NT)

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. Please make a copy of your check and include it in the renewal to the department. Then send the original check, along with a copy of your cover letter, to the Lock box address listed on our website.

If you have any questions please feel free to call me at 404-656-7556 or email: [Tbrewster@oci.ga.gov](mailto:Tbrewster@oci.ga.gov).