



DEPARTMENT OF  
INSURANCE AND FINANCIAL INSTITUTIONS

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**ANNUAL STATEMENT INSTRUCTIONS FOR  
DOMESTIC MECHANICAL REIMBURSEMENT REINSURER**

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**1. ANNUAL STATEMENT DUE APRIL 1**

One 8-1/2" X 14" Statement is required and must:

- A. Include a verified **Actuarial Opinion** signed by a duly qualified actuary. **IF APPLICABLE**, file an Affidavit of Exemption with a copy of our letter granting an exemption.
- B. Include **NOTARIZED SIGNATURES** OF AT LEAST TWO (2) EXECUTIVE OFFICERS WHO ARE LISTED ON THE JURAT PAGE.
- C. Include the **Annual Statement Worksheet Form E-MRR.AS**.

**2. FORM E-MRR.05 DUE APRIL 1**

The Annual Report of Policy and Loss Reserves and Application for Certificate of Authority Renewal **Form E-MRR.05** must be properly completed, signed by the President and Secretary, and filed with your Annual Statement. *Form E-MRR.104 and Form E-MRR.PLR are obsolete. The two forms have been combined into one form.*

**3. MANAGEMENT DISCUSSION AND ANALYSIS REPORT DUE APRIL 1**

**4. ANNUAL AUDITED FINANCIAL REPORT DUE JUNE 1**

**INTERNAL CONTROL FILINGS DUE AUGUST 1:**

**Form E-AFR.IC.RE** must be completed and attached to your internal control filings.

**5. HOLDING COMPANY SYSTEM REGISTRATION STATEMENT – FORM B & C DUE MARCH 31**

File your annual Insurance Holding Company System Registration Statement Form B, including Summary of Changes Form C, with us on or before **March 31**. See **Form E-185** for instructions to complete this filing. Holding Company System Registration Statement filings, including Biographical Affidavits, **must be sent separately**.

Send the annual filings to [financialfilings@difi.az.gov](mailto:financialfilings@difi.az.gov).

Mail the checks along with a cover letter to:

Insurance Financial Affairs Division  
Arizona Department of Insurance and Financial Institutions  
100 N. 15th Ave., Suite 261  
Phoenix, Arizona 85007-2630

When a due date falls on a Saturday or Sunday, it is extended to the following Monday. **STATUTORY PENALTIES FOR LATE FILING AND PAYMENTS WILL BE ENFORCED.**