



**South Carolina Department of Insurance
Captive Insurance Division**

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GENERAL INSTRUCTIONS
COMPLETION OF THE ANNUAL REPORT FOR NON-RRGs

These instructions are not all-inclusive but will cover the more important points or areas that may have changed from previous versions of the annual report. Completed annual reports should be submitted as **PDF documents**. The PDF version shall be submitted to captivemail@doi.sc.gov no later than July 1st of each year, or within 180 days of the fiscal year-end for those with alternate year-end dates.

To have the full functionality that we've built in, you will need to enable macros. However, if you elect not to enable the macros, the document will still work and can still be completed.

Tab	Instructions
Jurat Page	<ol style="list-style-type: none"><li data-bbox="532 1075 1466 1150">1. <u>Date Licensed</u> – This is the “Approval Date” date on the Certificate of Authority.<li data-bbox="532 1192 1466 1268">2. <u>Fiscal Year-End</u> – Complete if filing for an alternate year-end. The formulas will carry this date forward throughout the spreadsheet.<li data-bbox="532 1310 1466 1386">3. <u>Account Manager</u> – Person we may contact with questions about the annual report.<li data-bbox="532 1428 1466 1537">4. <u>Officers/Directors</u> – Please include a “#” symbol after the name of any officer and/or director that did not occupy the position in the previous annual report.<li data-bbox="532 1579 1466 1715">5. <u>Signatures</u> – At least 2 signatures are required and must be notarized. The signed Jurat page can be submitted via email as an additional attachment or inserted into the PDF version of the annual report.

2. Balance Sheet	<p>6. Please update the Current Year-End date if not 12/31. This will flow to the rest of the areas of this page.</p> <p>7. <u>Lines 1-4: Invested Assets</u> – Supporting detail for these amounts can be reported one of two ways:</p> <ul style="list-style-type: none"> a. Complete the Investment Schedule on tab 30 of the annual report.; or b. Provide bank/custodial statements supporting the balances shown as of year-end. <p>8. <u>Line 16: Letters of Credit</u> –Only include LOCs used to capitalize the company. Do not include any LOCs used for reinsurance collateralization purposes.</p> <p>9. <u>Other Assets and/or Other Liabilities</u> – If additional write-ins are needed, please provide a separate attached schedule and write “see attached schedule.”</p>
3. Stmt of Income	<p>10. Please update the Current Year-End date if not 12/31. This will flow to the rest of the areas of this page.</p> <p>11. <u>Line 1: Net Premiums Written</u> – The number entered here for the current year must agree to the total shown at Page 5, column 6.</p>
6. Premium Schedule	<p>12. PLEASE NOTE – Additional blank lines of business were added due to increasing requests for additional space for non-traditional lines of business. Please note that the names of any additional lines of business will be carried forward throughout the remainder of the spreadsheet.</p>
7. Reinsurance	<p>13. PLEASE NOTE: The Reinsurance Schedule has changed significantly from previous versions of the annual report. It now looks more like Schedule F of the NAIC yellow blank. Supporting documentation should be attached to the annual report when reinsurance recoverables are secured by collateral.</p>
Tabs 8-9 Unpaid Loss/LAE & Loss/LAE Pd/Inc	<p>14. These two tabs break out the Losses/LAE (Paid/Unpaid) by LOB. Data can be entered into any cells that are not highlighted.</p>

Once you finish entering the data, please review the Crosscheck tab for any errors. If you determine the error is in the cross check calculation itself, please document it and let us know.

If you have any questions or problems as you are completing the annual report, please contact the Captive Insurance Division at captivemail@doi.sc.gov. We appreciate your help as we continue to maintain the new annual report, and we look forward to your feedback on your experiences with it. Please let us know if you have any suggestions to improve it.