

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 60 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. The only functionality you will not have is the ability to jump from the table of contents (TOC) to a given page within the annual report.

Tab	Instructions
Title Page	<ol style="list-style-type: none"> 1. <u>Date Licensed</u> – Should match Certificate of Authority. 2. <u>Fiscal Year-End</u> – Complete if filing for an alternate year-end. The formulas will carry this date forward throughout the spreadsheet. 3. <u>Account Manager</u> – Person we may contact with questions about the annual report. 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. 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.
Table of Contents	<ol style="list-style-type: none"> 6. If you have enabled macros, you will see buttons on the left hand side. To jump to another page, click on the button to the left of the page number. To jump back to the TOC, click on the button shown at the top of the detail page.
2. Balance Sheet	<ol style="list-style-type: none"> 7. <u>Lines 1-4: Invested Assets</u> – Supporting detail for these amounts can be reported one of two ways: <ol 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	10. <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.
5. Premium Schedule	11. 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.
6. Reinsurance	12. 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.
Tabs 7-8 Unpaid Loss/LAE & Loss/LAE Pd/Inc	13. These two tabs break out the Losses/LAE (Paid/Unpaid) by LOB. Data can be entered into any cells that are not highlighted.
9a. Summary NL & LAE	14. All items on this page will automatically accumulate based on what you enter in at Tabs 10a – 18a (all the NL & LAE tabs).
9b. Summary Loss Development	15. All items on this page will automatically accumulate based on the totals accumulated at Tabs 10b – 18b (all the Loss Development tabs).
Loss Development Tabs	<p>16. For each LOB, you will have an “a” tab (Triangles for Net Loss/LAE) and a “b” tab (Loss Development triangle). These are arranged in the same LOB order as shown on pages 5 and 7 of the Annual Report.</p> <p>17. The “a” tabs will be used to complete the following triangles: Paid Loss/LAE at End of Year (“EOY”), Outstanding Loss/LAE at EOY, and IBNR Loss/LAE at EOY.</p> <p>18. Incurred losses shall be assigned to the year in which the event occurred that triggered coverage under the contract. Trigger dates are as follows: Occurrence based policies - the date of accident; Claims-made policies - the date of report Tail Policies – policy issue date Fidelity/Surety – discovery date</p> <p>19. The “b” tabs only need to have the Earned Premium completed. Earned premium shall be reported on a calendar year basis. All the other</p>

	columns therein will automatically calculate based upon your input on the related “a” tab.
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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 Greg Delleney. 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.

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