

INSTRUCTIONS FOR ACCREDITED REINSURER RENEWAL APPLICATION:

NOTE: A hard copy of the Accredited Reinsurer Renewal Application is not required to be filed with the North Carolina Department of Insurance if an accredited reinsurer uses the “Electronic Payment Option.”

Not Utilizing Electronic Payment Option

If an accredited reinsurer is not using the “Electronic Payment Option,” proceed as follows:

1. Complete the Accredited Reinsurer Renewal Application.
2. The Accredited Reinsurer Renewal Application is due no later than March 1st each year. Enclose a check payable to the “North Carolina Department of Insurance” for payment of the \$750.00 annual fee. Checks must include the following information on the check stub:

- (1) NAIC Company Code.
- (2) Company Name, if different than the payor on the check.

If a check is payment for more than one accredited reinsurer's fees, the check stub must include the above information for EACH accredited reinsurer.

3. Mail the completed Accredited Reinsurer Renewal Application with enclosed check via US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
1203 Mail Service Center
Raleigh, NC 27699-1203

or by carrier other than the US Postal Service to:

North Carolina Department of Insurance
Financial Analysis Section
3200 Beechleaf Ct
Raleigh, NC 27604

Utilizing Electronic Payment Option

If an accredited reinsurer is using the “Electronic Payment Option,” proceed as follows:

1. Go to https://ww2.ncdoi.com/renewals/coselect?co_type=AR.
2. Enter the five-digit NAIC Company Code. (Alien accredited reinsurers will enter the SBS Company Number.) The SBS Company Number is specific to each regulated entity and can be found by using State Based Systems at www.statebasedsystems.com using the following instructions:

Step 1: Select "North Carolina" as your jurisdiction.

Step 2: Click "Lookup" from the list of available options.

Step 3: Under Jurisdiction, utilizing the drop down, enter North Carolina.

Step 4: Under Search Type, utilizing the drop down, enter Company.

Step 5: Enter Company Name.

Step 6: Check the box to agree to the terms and click on Search.

Step 7: Click on Company Name, scroll down to the Demographics subheading. The SBS Company Number will be the nine-digit number used to enter the electronic payment portal.

3. Review the demographic and contact information on file with the North Carolina Department of Insurance for accuracy and make any necessary changes.
4. Click "Proceed to Payment" to pay the \$750 fee via e-check. **(If needed for accounts payable purposes, the Company Number for the North Carolina Department of Insurance is 9044036175.)**

Annual Filing Requirements

The following additional information must be filed with the North Carolina Department of Insurance:

Due March 1

1. The accredited reinsurer's annual statement for the most recent year ended December 31, in the form required under G.S. 58-2-165. (Note: If the annual statement is filed electronically with the NAIC, no hardcopy is required to be filed.)
2. Actuarial certification of the accredited reinsurer's loss and loss adjustment expense reserves for the most recent year ended December 31, in the form required by the NAIC Annual Statement Instructions. (Note: If the actuarial certification is filed electronically with the NAIC, no hardcopy is required to be filed.)

Due June 1

1. The accredited reinsurer's Annual Audited Financial Statement for the most recent year ended December 31. (Note: If the Annual Audited Financial Statement is filed electronically with the NAIC, no hardcopy is required to be filed.)

Questions

Any questions regarding the Accredited Reinsurer Renewal Application, filing requirements for accredited reinsurers, or the process for paying the annual fee can be directed to: financialanalysis submissions@ncdoi.gov