



## Statutory/Regulatory Filing Requirements – Insurance Companies

<b>Note: Please forward ALL returns to the Insurance Commission of The Bahamas by the noted due dates, unless otherwise</b>			
#	Name of Document/Return	# of Days to File/Due Date	Applicability
<b>WITHIN 24 HOURS RETURNS</b>			
1	<b>FORM A</b> - Targeted Financial Sanctions Reporting - Ad Hoc Positive Response	Within <b>24 hours</b>	All Registered Long-Term Insurers (Domestic and External)
<b>WITHIN 5 DAYS RETURNS</b>			
2	<b>FORM B</b> - Targeted Financial Sanctions Quarterly Reporting	Within <b>5 days</b> after the end of the quarter	All Registered Long-Term Insurers
<b>WITHIN 10 DAYS RETURNS</b>			
3	<b>FORM D</b> – International Obligations (Economic and Ancillary Measures) 2019 Orders	Within <b>10 days</b> of year-end	All Registered Long-Term Insurers
<b>QUARTERLY RETURNS</b>			
4	Insurer Quarterly Return Template (updated version)	Q1 - May 15 Q2 - Aug. 15 Q3 - Nov. 15 Q4 - Feb. 15	Long-Term Insurers and General Insurers
5	Risk Based Capital Adequacy Return	Q1 - May 15 Q2 - Aug. 15 Q3 - Nov. 15 Q4 - Feb. 15	Long-Term Insurers and General Insurers
6	Quarterly Premium Tax and Cover Notes	Q1 – April 30 Q2 – July 31 Q3 – Oct. 31 Q4 – Jan. 31	Long-Term Insurers and General Insurers
<b>ANNUAL RETURNS/DECLARATIONS</b>			
7	Annual Actuarial Report	Within <b>4 months</b> after the financial year end	All Registrants and Licensees
8	Certificate for Actuary	Within <b>4 months</b> after the financial year end	All Registrants and Licensees
9	Annual Audited Financial Statements	Within <b>4 months</b> after the financial year end	All Registrants and Licensees
10	Confirmation of Statutory Deposit Confirmation of Statutory Fund	Within <b>4 months</b> after the financial year end	Long-Term Insurers and General Insurers
11	Newspaper Publication/Tear Sheet of Audited Financial Statements	Within <b>4 months</b> of the end of the financial year or <b>within 120 days</b> after the financial year end	Long-Term Insurers and General Insurers
12	AML/CFT/CPF Onsite Examination Form (latest version required)	Within <b>4 months</b> after the financial year end	Long-Term Insurers and External Insurers
13	AML/CFT/CPF Policies and Procedures (latest version required)	Within <b>4 months</b> after the financial year end (to be submitted with examination)	Long-Term Insurers and External Insurers
14	AML/CFT Risk Assessments (must be kept current)	<b>Upon request</b>	All Registrants and Licensees
15	Bahamas Registrar General Department Certificate of Good Standing	Within <b>4 months</b> after the financial year end	All Registrants and Licensees
16	Home Overseas Regulator Certificate of Good Standing (where applicable)	Within <b>4 months</b> after the financial year end	All Registrants and Licensees



17	Copies of fully Executed Reinsurance Treaties and Side Letters (for reinsurance assumed and/or ceded)	Upon Request	All Registrants and Licensees
18	Annual Licence Fee	30 days prior to renewal date	All Registrants and Licensees
19	Declaration of any changes to Management, Directors, Shareholders	30 days prior to renewal date	All Registrants and Licensees
20	List of all intermediaries which agency agreements and/or relationships are held at renewal date	30 days prior to renewal date	Long-Term Insurers and General Insurers
21	Submission of Latest Annual Return/ Statement as filed with the Registrar General	30 days prior to renewal date	Domestic (Long-Term Insurers and General Insurers)
22	Unclaimed Moneys Report (sections 182 and 183, IA)	June 30	All Registrants and Licensees
23	Stress Testing Reports	June 30	Long-Term Insurers and General Insurers
24	Economic Contribution Form	February 1	Domestic Insurers
25	Premium Tax Reconciliation	February 28	Long-Term Insurers and General Insurers
26	<b>FORM C – International Obligations (Economic and Ancillary Measures) 2018 Orders</b> International Obligations (Economic and Ancillary Measures) (Iraq) (Order), 2018 International Obligations (Economic and Ancillary Measures) (Afghanistan) (Order), 2018	on December 31	Long Term Insurers and External Insurers
27	<b>FORM D – International Obligations (Economic and Ancillary Measures) 2018 Orders</b> International Obligations (Economic and Ancillary Measures) (Democratic People’s Republic of Korea) (Order), 2019 International Obligations (Economic and Ancillary Measures) (Iran) (Order), 2019	Within 90 days after the end of the calendar year	Long Term Insurers and External Insurers
28	External Audit Management Letter	Within 4 months after financial year	All Registrants and Licensees
29	Copy of Group Organizational Chart	Submitted at licence renewal date or upon request	All Registrants and Licensees
30	Directors Statement of Confirmation	Within 4 months of the end of the financial year	External Insurance Manager or External Insurance Broker
31	Auditor’s Statement of Confirmation/ Certificate of the Independent Auditor	Within 4 months of the end of the financial year	Unrestricted External Insurer Restricted Insurer
32	Insurance Manager Statement of Confirmation	Within 4 months of the end of the financial year	External Insurance Manager or External Insurance Broker
33	List of all external insurers for whom the Insurance Manager provides services	Within 4 months of the end of the financial year	External Insurance Manager or External Insurance Broker
34	List of all external insurers with whom the External Insurance Broker has placed contract of insurance or reinsurance during the year	Within 4 months of the end of the financial year	External Insurance Manager or External Insurance Broker
35	Certificate by the insurance manager or external insurance broker that, to the best of its knowledge and belief, those external insurers continue to be of sound reputation and probity	Within 4 months of the end of the financial year	External Insurance Manager or External Insurance Broker

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