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# Filing requirements of captive insurance companies supervised by the Superintendent of Insurance of Alberta

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All captive insurance companies (“captives”) supervised by the Alberta Superintendent of Insurance (“Superintendent”), must file a number of documents on a consistent basis, in order to fulfill the statutory requirements of the Superintendent.

This document communicates the annual and other statutory filing requirements filed on a consistent basis for captives, along with the appropriate deadlines. Please note that the statutory requirements outlined herein are for scheduled requirements only. The onus lies with captives to be in compliance with all applicable regulations at all times.

The Superintendent only accepts electronic filings through the Insurance Regulatory Information System. [Click here for the website](#). All inquiries relating to these filings should be addressed to Office of the Superintendent at [bf.insurance-licens@gov.ab.ca](mailto:bf.insurance-licens@gov.ab.ca) or 780-643-2237.

## Annual requirements

Filing deadlines are set out in sections 34 and 35 of the *Captive Insurance Companies Act* (the “Act”).

Due Date	Documentation Required	Format
Within 180 days after the end of the financial year in respect of which the return is prepared	Consolidated Audited Financial Statements (Also parent and subsidiary audited financial statements, if applicable)	PDF Preferred
	Auditor's Report to the Superintendent	PDF Preferred
Within 60 days after the end of the calendar year in respect of which the return is prepared	Appointed Actuary's Report	PDF Preferred
	<a href="#">P&amp;C</a> or <a href="#">LIFE</a> & <a href="#">LICAT</a> Fourth Quarter Return and Annual Supplement <sup>1</sup>	XML and Special Excel
	<a href="#">Captive Minimum Capital Test</a> ( <i>PC4 is not required for Captives</i> )	XML and Special Excel
	Signed Affidavit Verifying Annual Return	PDF Preferred

## Monthly Requirements

Due Date	Documentation Required	Format
Fifteenth (15th) day of the month following the reporting month.	<a href="#">Anti-Terrorism Financing Report</a>	Online

<sup>1</sup> See attached schedule for optional reporting pages applicable to P&C and LIFE/LICAT. Insurers may contact the Office of the Superintendent at [tbfi.insurance-licens@gov.ab.ca](mailto:tbfi.insurance-licens@gov.ab.ca) with specific questions regarding P&C and/or LIFE reporting.

## Other requirements

The Superintendent also requires captives to submit the following information in accordance with Section 36 of the Act, unless otherwise stated, within the time frame stated below:

Due Date	Documentation Required	Format
May 15th	Alberta Premium Tax Return & Evidence of Payment	PDF Preferred
30 days after Board approval	Bylaws	PDF Preferred
Forthwith	Correspondence To or From Another Regulator	PDF Preferred
The earlier of 30 days after Board approval or May 15th	External Auditor's Management Letter (Letter from Auditor detailing any audit adjustments, internal control recommendations, etc.)	PDF Preferred
30 days after Board approval	Management Discussion and Analysis ("MD&A") (Or any other related discussion on financial results and operations provided to the Board)	PDF Preferred
30 days after Board approval	Minutes and Board Packages (For Meetings of the Board, all Board Committees, and Annual General Meetings)	PDF Preferred
Within 15 days of change	Notice of Change in Directors, Officers, Auditor and Actuary	Email
Within 7 days of change	Material change in financial condition	PDF Preferred
Within 15 days of change	Change to organizational documents	PDF Preferred
Forthwith	<a href="#">Personal Questionnaire</a> for Directors, Officers, and Shareholders with a Significant Interest (For new appointments only)	PDF Preferred
30 days after Board approval	Policies Approved by the Board (New or Amended)	PDF Preferred
if requested	Strategic Plan (Detailing the goals and objectives for the next 3 – 5 years - New or Amended)	PDF Preferred

## Schedule of optional reporting pages

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20.41	Statement of Residual Interest - Liabilities
20.45	Head Office Account
20.45	Reserves

Page Number	P&C Supervisory Quarterly Return (PC2)
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40.74	Investment Return
40.80	Other Loans
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80.15	Commissions
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92.14	Liability Roll Forward (Analysis by remaining coverage and incurred claims (all insurance contracts - excluding Segregated Funds))
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