



LOUISIANA DEPARTMENT OF INSURANCE
TIMOTHY J. TEMPLE
COMMISSIONER

***2025 FINANCIAL FILING INSTRUCTIONS
FOR RISK RETENTION GROUPS***

The following filings are required by law to be filed with this Department to continue your authority to transact business in the State of Louisiana. The filing date is the postmark date. If the due date falls on a weekend or holiday, the deadline is extended to the next business day.

- Annual NAIC statement filings, including a statement of actuarial opinion by a qualified actuary, prepared in accordance with the NAIC annual statement filings, or as filed with the state of domicile.
- Quarterly statutory filings, in accordance with NAIC instructions, or as filed with the state of domicile.
- Annual audited financial report by independent CPAs as filed with the state of domicile.
- Subsequent amendments to the plan of operation or feasibility study.

Hard copies of the above documents are not required if the Risk Retention Group files electronically with the NAIC (where applicable).

In the event that a Risk Retention Group does not file electronically with the NAIC, hard copies may be submitted to the following address:

**LOUISIANA DEPARTMENT OF INSURANCE
ADMINISTRATIVE SERVICES
P.O. BOX 94214
BATON ROUGE, LA 70804**

ANY FILINGS SUBMITTED AFTER THE DUE DATE WILL BE CONSIDERED LATE AND SUBJECT TO A FINE AND/OR REGULATORY ACTION.

Please direct any questions to Shantell Taylor at (225) 342-9323, Shantell.Taylor@ldi.la.gov.

Submission of Contact Information (Electronic Filing)

No later than March 1 each year, all risk bearing entities must provide an annual certification for certain contact types. The information on contact types is include in Regulation 117.

How to provide annual certification. The LDI will use the existing Licensee Contacts Module of the Industry Access System for the updates and the annual certification. A risk bearing entity may use the Licensee Contacts Module or the Uniform Certificate of Authority Corporate Amendment Form 14 to notify the LDI of changes to the contact information but the annual certification will only be available through the Licensee Contacts Module of the Industry Access System.

See the following link for further information: <https://ldi.la.gov/industry/company-licensing/company-contact-changes>

Please direct any contact information question to the Division of Company Licensing, (800) 259-5300.