



# OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

**RALPH T. HUDGENS**  
COMMISSIONER OF INSURANCE  
SAFETY FIRE COMMISSIONER  
INDUSTRIAL LOAN COMMISSIONER

SEVENTH FLOOR, WEST TOWER  
FLOYD BUILDING  
2 MARTIN LUTHER KING, JR. DRIVE  
ATLANTA, GA 30334  
(404) 656-2056  
[www.oci.ga.gov](http://www.oci.ga.gov)

12/20/2013

To: Workers' Compensation Self- Insurance Funds

Re: **Annual Statement Filing Instructions**

Dear Sir/Madam:

As a licensed Workers' Compensation Self Insurance Fund ("WCSIF"), our laws and regulations require you to file the following documents on or before the first day of March of each year:

- (1) **Application for Renewal of Certificate of Authority for Group Self-Insurance Fund – (GSF-2).**
- (2) On or before the first day of March, each Fund shall file with the Commissioner a **Statutory Financial Statement** on forms approved by the Commissioner. These forms shall relate to the financial condition of the Fund as of December 31<sup>st</sup> of the preceding calendar year. Unless otherwise exempted by the Commissioner, on or before the fifteenth (15) day of **May, August and November**, each Fund shall file a quarterly statement on forms approved by the Commissioner.
- (3) At the time of the annual statement filing, the Fund shall pay a filing fee as provided in O.C.G.A. §33-8-1. **The annual fee is \$700.00.**



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- (4) The Annual Report shall include an **Actuarial Opinion** specifically stating that carried reserves:
- (a) Meet the requirements of O.C.G. A. §34-9-163 (1) and (2);
  - (b) Are computed in accordance with accepted loss reserving standards and principles;
  - (c) Make a reasonable provision for all unpaid loss and loss expense obligations of the Fund under the terms of its agreement.
- (5) **Citizenship Affidavit Form (GID-276-EN).**

**ALL RENEWALS WILL BE ELECTRONICALLY FILED.** For your convenience, all forms may be accessed through the Department's website. The address is: [www.oci.ga.gov](http://www.oci.ga.gov), select "Limited Risk Entities" at the bottom right side of the home page, then select the category for "Workers' Compensation Self Insurance Funds".

Please feel free to give me a call at 404-657-7287 if you have any questions.

Sincerely,

Kimnese Abdul-Salaam  
Financial Analyst II  
Division of Insurance & Financial Oversight