



LOUISIANA DEPARTMENT OF INSURANCE
TIMOTHY J. TEMPLE
COMMISSIONER

**2025 FINANCIAL FILING INSTRUCTIONS
FOR
ALIEN SURPLUS LINES INSURERS**

The following filings, required by La. R.S. 22:436(B), are to be filed with this Department to maintain approval to transact business in the State of Louisiana.

1. Producer Production Report (Electronic Filing)

The Producer Production Report (PPR) and all required attachments should be filed online through the LDI's Industry Access Portal on or before April 15th:

<https://ia.ldi.state.la.us/IndustryAccess/>

In addition, all unauthorized insurers currently on the "white list" must pay an annual \$1,050.00 fee by March 1st per L.R.S. 22:821B(17).

The fee may be either:

- a. Paid by check mailed to the attention of the Tax Division as follows:

LOUISIANA DEPARTMENT OF INSURANCE
TAX DIVISION
P. O. BOX 94214
BATON ROUGE, LA 70804-9214

- b. Paid by automated clearing house (ACH) transfer through the LDI's Industry Access Portal.

Required Attachments:

Evidence obtained from the domiciliary jurisdiction showing the types of insurance the insurer may write in that jurisdiction. Acceptable documents include a Certificate of Compliance or a copy of the domiciliary Certificate of Authority certified within ninety days of submission that clearly states the lines of insurance, which the insurer may write.

Producer Production Report Format and Requirements:

The total premium reported on the producer production report must reconcile with the total premium reported for Louisiana on the statement of total premiums written in the State of Louisiana. PPR information must be uploaded via the Industry Access Portal in a spreadsheet format (i.e. Excel). The PPR must include the information requested in Table A and Table B on page 2 of the form in the order it appears with no exceptions. Do not use passwords or other security measures to protect data on the spreadsheet. The data must be available for analysis by the Louisiana Department of Insurance.

Questions regarding the Producer Production Report or filing fees, should be directed to Tommy Coco, (225) 342-1012, tcoco@ldi.la.gov.

2. **Financial Statement Filings**

The following financial statement filings shall be filed with the NAIC's International Insurers Department ('IID') on or before July 31, 2025:

- A. Annual Statement as of December 31, 2024, filed on the NAIC annual statement blank or the Standard IID Financial Reporting Format presented on a non-consolidated basis; all monetary amounts must be in United States dollars; all notes must be in English. The following forms must be included with the Standard IID Financial Report:
 - i. Latest audited financial statement, certified auditor's report, management letter, and actuarial opinion.
 - ii. Complete certified copy of the latest official financial statement, and actuarial opinion, that is required by your domiciliary regulator, if different from (a) above.

**** Hard copies of the above no longer need to be filed with the LDI****

3. On or before July 31, 2025, a Statement of **Total Louisiana Premiums by Line of Business** shall be filed with the LDI. Electronic submissions are acceptable.

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

4. **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.