STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS ("DCCA")
INSURANCE DIVISION

ATTN: SUSAN HANSEN
P. O. Box 3614
Honolulu, HI 96811-3614

OR

ATTN: SUSAN HANSEN
335 Merchant Street, Room 213
Honolulu, HI 96813

NOTES/SPECIAL INSTRUCTIONS FOR FILING THE 2008 HAWAII INVESTMENTS – FORM 322 (DUE MARCH 1, 2009)

1. **The Hawaii Investment Form 322 <u>must now be signed and dated</u> by a duly authorized officer of the Company. This requirement is for hard copy filers only. The requirements also apply to any AMENDED filing.**

2. The Form 322 is due March 1, 2009 (postmark date). Since the due date falls on a weekend, the deadline is extended to the next business day (March 2, 2009).

3. Item #1 - Bank Balances in Hawaii Banks --- include all cash and cash equivalent balances (e.g., money market mutual funds) deposited in Hawaii Banks and/or Hawaii Trust Companies.

4. Item #3 - Collateral Loans In Force --- report aggregate amounts loaned to policyholders (i.e., policy loans) and report name of borrower as "Policyholder" and the description of collateral as "Policy".

5. Attach additional sheets if more space is needed.

6. The Form 322 must be printed on LEGAL size paper (8.5" x 14").

7. Any insurer failing or refusing to file the Hawaii Investment Form 322 on or before March 1 shall be liable for a fine in an amount not less than $100 and not more than $500 for each day of delinquency. The commissioner may suspend or revoke the certificate of authority of any insurer that fails to file any of the documents required [Hawaii Revised Statutes §431:3-301].

8. If you have any questions, please contact John Pang at (808) 586-7379 or via e-mail at jpang@dcca.hawaii.gov.

NOTE: THIS IS A *<u>REQUIRED FILING</u>* FOR ALL LICENSED INSURERS. IF THE COMPANY HAS NO INVESTMENTS IN HAWAII, PLEASE FILE A "NONE" REPORT.

PLEASE MAIL WITH (BUT DO <u>NOT</u> STAPLE TO) THE ANNUAL PREMIUM TAX STATEMENT.