

## FILING REQUIREMENTS FOR INSURED INSTITUTIONS

**Please note:** Monthly Information Returns (MIRs) are required by the 21<sup>st</sup> day following each month end, including the final month of the Fiscal Year End.

<b>Insured Institution Fiscal Year End (FYE)</b>	<b>Annual Information Return (AIR), Audited Financial Statements and Management Letters<sup>1</sup> and Board Attestation<sup>2</sup> (Due 75 days following FYE)</b>	<b>Audit Committee Report (S. 213(7) of the Act)</b>	<b>Contacts Information</b>
January	April 15	<b>Send to DICO at least 10 days before the day of the annual general meeting</b>	<b>Please ensure that the Contacts information on record for the credit union is current.  Contacts information can be accessed and edited by logging into the secure area of DICO's website (www.dico.com)</b>
February	May 15		
March	June 15		
April	July 15		
May	August 15		
June	September 15		
July	October 15		
August	November 15		
September	December 15		
October	January 15		
November	February 15		
December	March 15		

<sup>1</sup> Signed hard copies of the following pages from the AIR must be forwarded: Auditor's report, Certificate of Insured Deposits, and Certificate of Representation. Where an institution does not file its AIR within the prescribed time, the institution will be assigned to Premium Class 5

<sup>2</sup> Per DICO's By-law #5, institutions are required to file a Board Attestation, 75 days after fiscal year end along with their AIR, Audited Financial Statements and Management letters.