

Instructions for Form C.S.S.

1. **Persons required to file statements** — Pursuant to ORS 732.430, statements on this form are required to be filed by every person who, at any time during any calendar month, was directly or indirectly the beneficial owner of more than 10 percent of any class of equity security of an Oregon stock insurance company, or who is a director or an officer of such a company, and who, during such month, had any change in his/her beneficial ownership of any class of equity security of such company, except for securities exempted by ORS 732.425.
2. **When statements are to be filed** — Statements are required to be filed on or before the 10th day after the end of each month in which any change in beneficial ownership has occurred. Statements are not deemed to have been filed with the director until they have actually been received in the DCBS Director's Office.
3. **Where statements are to be filed** — One signed copy of each statement shall be filed with the director of the Oregon Department of Consumer and Business Services, Insurance Division, at the address on the first page of this form.
4. **Separate statement for each company** — A separate statement shall be filed for the securities of each company.
5. **Relationship of reporting person to company** — Indicate clearly the relationship of the reporting person to the company; for example, "director," "director and vice president," "beneficial owner of more than 10 percent of the company's common stock," etc.
6. **Transactions and holdings to be reported** — Every transaction shall be reported even when purchases equal sales during the month or the change involves only the nature of ownership (for example, from direct to indirect ownership). End-of-month beneficial ownership of all classes of securities required to be reported must be shown, even though there has been no change in the ownership of securities of one or more classes.
7. **Title of security** — The statement of the title of a security shall clearly to identify security even though there may be only one class; for example, "Class A common stock."
8. **Date of transaction** — The exact date (month/day/year) of each transaction shall be stated opposite the amount involved in the transaction.
9. **Statement of amount of securities** — In stating the amount of securities acquired, disposed of, or beneficially owned, give the number of shares. In the case of securities owned indirectly (i.e., through a partnership, corporation, trust, or other entity) the entire amount of securities involved in the transaction or owned by the partnership, corporation, trust, or other entity shall be stated. The person whose ownership is reported may, if he or she so desires, also indicate in a footnote or other appropriate manner, the extent of his or her interest in the transaction or holdings of the partnership, corporation, trust, or other entity.
10. **Nature of ownership** — State whether ownership of the securities is direct or indirect. If the ownership is indirect (i.e., through a partnership, corporation, trust or other entity), indicate in a footnote or other appropriate manner the name or identity of the medium through which the securities are indirectly owned. The fact that securities are held in the name of a broker or other nominee does not, of itself, constitute indirect ownership as opposed to direct ownership. Report securities owned indirectly on lines separate from those owned directly, and separate from those owned through a different type of indirect ownership.
11. **Character of transaction** — State whether the transaction was with the issuer of the securities. State whether it involved the purchase of securities through the exercise of options; give the exercise price per share. If any other purchase or sale was affected otherwise than in the open market, indicate that fact. If the transaction was not a purchase or sale, indicate its character (for example, gift, 5 percent stock dividend, etc.). Such information may be set forth in the table, or under "Remarks" at the end of the table.
12. **Inclusion of additional information** — A statement may include any additional information or explanation deemed relevant by the person filing the statement.
13. **Signature** — If the statement is filed for a corporation, partnership, trust, etc., the name of the organization shall appear over the signature of the officer or other person authorized to sign the statement. If the statement is filed for an individual, it shall be signed by him or her, or signed specifically on his or her behalf by an authorized person.