Captive Manager Due Diligence Questionnaire

Use with actual program documents and input from captive counsel, tax advisers and actuaries.

Authority and accountability

- Which entity holds the license and which lines are permitted? Who exercises underwriting, claims and investment authority?
- What audited information and service-performance reporting can participants inspect? Explain conflicts and related-party compensation.

Funding and risk transfer

- How are individual and pooled losses allocated? Provide worked examples with severe and aggregate loss scenarios.
- Who holds collateral and how are draws, increases and releases determined? Outline carrier and reinsurance continuity.

Operating and departure duties

- Who can call additional funds or assess participants? Which amounts or duties survive a withdrawal or sale?
- Who owns claim records, and how can the participant receive files and continued service after an administrator change?

Evidence to request

- Request policy and treaty summaries, member and security agreements, fees, audited information and the written run-off process.