



Texas Department of Insurance
Financial, Company Licensing & Registration, Mail Code 305-2C
333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104
512-322-3507 telephone • 512-322-3550 fax • www.tdi.state.tx.us

**FOREIGN CHARTER AMENDMENT CHECKLIST
INCREASE AUTHORIZED CAPITAL
OR INCREASE STATED CAPITAL**

NOTE: All documents MUST contain original signatures and notarizations where appropriate. Documents requiring certification must contain original signatures and certifications from the Insurance Department or regulatory authority of the company's state of domicile. Facsimiles and photocopies are not acceptable.

If company is increasing number of shares authorized:

- ___ 1. Amended Articles of Incorporation certified by state of domicile
- ___ 2. Filing Fee of \$125.00 for amended Articles; \$250.00 for restated Articles

STAFF NOTE: When amended Articles are submitted, the admissions technician shall prepare a memo to file stating the number of new shares issued, the par value and the source of funds for the increase. The change is effective the date the memo to file is prepared.

INCOMPLETE APPLICATIONS IMPEDE TIMELY REVIEW BY THE DEPARTMENT; THEREFORE, IT IS EXTREMELY IMPORTANT THAT APPLICATIONS ARE COMPLETE. SUBMIT A COMPLETE FILING TO THE TEXAS DEPARTMENT OF INSURANCE, COMPANY LICENSING & REGISTRATION DIVISION, MC 305-2C, P. O. BOX 149104, AUSTIN, TX 78714-9104. FOR QUESTIONS OR MORE INFORMATION, CALL (512) 322-4370.

THESE GUIDELINES ARE GENERAL IN NATURE AND DO NOT SUPERCEDE STATUTE OR REGULATION. THEY ARE NOT INTENDED TO BE ALL INCLUSIVE AND ADDITIONAL DOCUMENTATION MAY BE REQUESTED.