



APPLICATION TO AMEND TEXAS CERTIFICATE OF AUTHORITY

The following items are required to be filed prior to amending an insurer company's Certificate of Authority in Texas.

1. Filing Fee:
If not amending Articles of Incorporations, a filing fee of \$50 OR
If Articles of Incorporation are to be amended: \$125 OR
If Articles of Incorporation are to be restated: \$250.
2. A cover letter must accompany the application and specify how the Company wishes to amend its the Certificate of Authority. For example: addition of which lines and/or deletion of which lines.
3. A completed Application for Certificate of Authority. Property and casualty insurance companies must complete a Standard Coverages Page. Please note that reinsurance is automatically authorized for property and casualty companies for all lines authorized to be written on a direct basis, and it will appear on the amended Certificate of Authority even if not specifically requested.
4. Return the original Texas Certificate of Authority (with gold seal) for cancellation and re-issue.
5. Foreign Insurers:
 - a. If adding a line of insurance, provide a certified copy of the Certificate of Authority from the state of domicile, which must show like authority. Include a copy of the domiciliary state's statutes pertaining to the lines of insurance that are being added.
 - b. If amending or restating Articles of Incorporation: Provide amended Articles of Incorporation certified by state of domicile.
6. If deleting a line of insurance: A withdrawal plan must be submitted pursuant to Texas Insurance Code Article 21.49-2C and 28 TAC, §§7.1801-7.1808. Please contact Company Licensing & Registration for more information regarding the filing of a withdrawal plan.

If adding a line of insurance: Please indicate in the cover letter whether or not a withdrawal plan for that line of insurance has previously been filed with this Department.
7. If adding a line of insurance, submit a business plan including but not limited to the following information:
 - Types of business to be written and markets to be targeted;
 - Method of production of business and commission rates;
 - Who will establish the reserves and pay the claims?
 - The names of the reinsurers, the types of agreements, the commission rates, percent of business retained and settlement periods;
 - Financial projections, prepared on calendar quarters basis, covering a three (3) year period, detailing written, assumed, ceded, and earned premiums and expenses broken down, net underwriting gain/(loss), net income/(loss). Also, include admitted assets, liabilities, policyholder surplus and cash flow statements in the projections.
8. If adding a liability line of insurance, a Loss Control Package must be submitted to and approved by the Loss Control Division prior to amending the Certificate of Authority. If adding workers' compensation, an Accident Prevention Plan must be filed and approved by the Texas Workers' Compensation Commission prior to amending Certificate of Authority. Please refer to the attached instructions for these items. (Company Licensing & Registration will notify the Loss Control Division by e-mail, when the application is filed.)

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.