



**CHECKLIST FOR
TOTAL AND PARTIAL REINSURANCE AGREEMENTS
Involving Foreign Insurance Companies**

This checklist should be used for total and partial reinsurance transactions involving TWO FOREIGN INSURANCE COMPANIES. The statutory references applicable in this manner include, Texas Insurance Code, arts. 3.10, 3.42, 4.07, 5.75-1, 21.43, and 21.26.

Two copies (one original and one copy) of all required documents must be filed with Company Licensing & Registration Division.

REQUIRED DOCUMENTS:

- 1. **REINSURANCE AGREEMENT** – Certified copies of the fully executed reinsurance agreement and related approvals from the respective domiciliary states must be submitted.
- 2. **FILING FEE** – The filing fee for a total reinsurance agreement is \$750. The filing fee for a partial reinsurance agreement is \$150.
- 3. **ASSUMPTION CERTIFICATE** – Please refer to checklist.
- 4. **BALANCE SHEETS** – Please submit a three column pro forma balance sheet, for each party to the transaction. The first column presenting account balances with an as of date pre-reinsurance, the second column presenting the effect (plus, minus, etc.) of the transaction on each account balance, and the third column presenting account balances with an as of date post-reinsurance.
- 5. **SETTLEMENT AGREEMENT** – Provide a copy of the settlement agreement reflecting the acquisition cost.
- 6. **CANCELLATION OF CERTIFICATE OF AUTHORITY** (if applicable) – Foreign insurance companies may retain its Certificate of Authority in Texas or choose to have it canceled. To cancel a Certificate of Authority, the original (with gold seal) Certificate of Authority must be surrendered, and written confirmation from the Texas Comptroller's Office that all Texas premium taxes and final statement filing fees have been filed and paid by the foreign insurer are required.

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.