



**CHECKLIST FOR DOCUMENTS REQUIRED UNDER SECTION 884.553  
REINSURANCE OF A CHAPTER 887 COMPANY (MUTUAL ASSESSMENT)  
INTO A CHAPTER 884 COMPANY (STIPULATED PREMIUM)**

1. Fee of \$750.00 or \$375.00 if applicant writes less than \$450,000 in premiums.
2. Triplicate (3) originals of everything submitted, if only two (2) companies involved, increase one (1) additional original copy for each additional company involved.
3. Notice (or waiver of notice) of meeting of the Board of Directors of the Chapter 887 company with original signatures.
4. Minutes of the Board of Directors meeting of the Chapter 887 company reflecting its vote to approve plan and resolution to submit the proposed reinsurance plan and agreement to its membership at a membership meeting with original signatures.
5. Notice (or waiver of notice) of meeting of the Board of Directors of the Chapter 884 company with original signatures.
6. Minutes of the Board of Directors meeting of the Chapter 884 company, reflecting approval of the proposed plan of reinsurance of the Chapter 887 company with original signatures.

**THE FOLLOWING ARE PROPOSED, NO SIGNATURES REQUIRED.**

7. Affidavit of Secretary of Chapter 887 company regarding mailing of notice of membership meeting to members.
8. A letter to the policyholders of the Chapter 887 company explaining the proposed plan of reinsurance.
9. A ballot form to be completed by the Chapter 887 policyholder/member.
10. A special proxy for the policyholder/member of the Chapter 887 company.
11. The proposed plan and agreement of reinsurance between the Chapter 887 company and the Chapter 884 company.
12. A Certificate of Assumption, whereby the Chapter 884 company assumes the policy of the Chapter 887 company.
13. An Affidavit for the signature of the President and Secretary of the Chapter 887 company with regard to the assets and liabilities of the Chapter 887 company.

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14. Proposed minutes of the special called meeting of the members and policyholders of the Chapter 887 company regarding proposed reinsurance.
15. Proposed affidavit of the inspector verifying the vote at the membership meeting of the Chapter 887 company.
16. Notice (or waiver of notice, if applicable) of a special meeting of the Board of Directors of the Chapter 887 company.
17. Proposed minutes of the special called meeting of the Board of Directors of the Chapter 887 company whereby the Directors approve and ratify action of the membership.
18. Affidavit proposed to be signed by the Presidents and Secretaries of the Chapter 887 and Chapter 884 companies regarding adoption of the reinsurance agreement.
19. A proposed letter to the Insurance Board from the Chapter 887 company transmitting the Certificate of Authority and charter of the Chapter 887 company.
20. A pro forma balance sheet of the Chapter 887 company, which should not be older than ninety (90) days from the date of receipt of the application.
21. A pro forma balance sheet of the Chapter 884 company, which should not be older than ninety (90) days from the date of the filing.
22. A pro forms combined balance sheet, which assumes the reinsurance of the Chapter 887 company into the Chapter 884 company.

NOTE: Numbers 20 - 22 may be combined.

**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.