



**ATTORNEY-IN-FACT CHANGE CHECKLIST  
FOREIGN LLOYDS AND RECIPROCAL**

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.

- \_\_\_ 1. Amended or Restated Articles of Association certified by the state of domicile
- \_\_\_ 2. Form A-212
- \_\_\_ 3. Copy of Subscribers Agreement reflecting new name of Attorney-in-Fact
- \_\_\_ 4. Return Original Certificate of Authority
- \_\_\_ 5. Attorney for Service of Process Form
- \_\_\_ 6. Filing fee of \$125.00 for Amended Articles of Association or \$250.00 for Restated Articles of Association

**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.