



INSTRUCTIONS FOR COMPLETING SECURITIES DEPOSITED FORM 120

1. SECURITIES DEPOSITED FORM 120 IS REQUIRED TO BE FILLED OUT IN TRIPLICATE. An ORIGINAL signature of an officer of the company (verifiable through the company's annual statement) should be affixed to each form on the blank indicated "FOR THE COMPANY". This blank is located in the lower left corner of the form.
2. IDENTIFICATION NUMBER – Enter certificate, bond, or safekeeping receipt number. Please do not enter a CUSIP number in this column.
3. DESCRIPTION OF SECURITIES – Enter complete description of securities to be filed. Enter market value and source of market value as of date of report. (Note: Securities deposited need to be listed with the Securities Valuation Office and market value should be sufficient to maintain required value.)
4. If CERTIFICATES OF DEPOSIT are to be filed, the instrument must be accompanied by a letter from the issuing bank or association certifying that (1) the instrument is free of prior liens and/or assignments, (2) the bank or association will honor the assignment as stated in the declaration of trust, (3) the bank or association will not redeem the certificate until the original instrument issued is presented. For any certificates of deposit maturing that are to be automatically renewed, the company must submit, within TEN (10) DAYS after the renewal date, a letter notifying the Bonds and Securities Officer of the Texas Department of Insurance of the new terms. (Note: A certificate of deposit cannot be automatically renewed if the Identification number changes or if a NEW certificate of deposit is issued.) All certificates of deposit should be made payable to the Insurance Company.
5. For filing BOOK ENTRY SECURITIES: An original safekeeping receipt obtained through a bank or clearing corporation must accompany the Form 120. This receipt must give a detailed description of the security, indicate that it is pledged to the Texas Department of Insurance, and bear an original signature of the issuer.
6. AMOUNT DEPOSITED – Enter par or face value.
7. If deposit is held under the provisions of Article 1.10, PARAGRAPH 17, SUBSECTION (a) of the Texas Insurance Code, Complete a DESIGNATION of securities on the reverse side of Form 120.
8. Return all copies of Form 120 to this office. A copy will be returned to the company once the transaction has been completed.
9. Complete and execute a Declaration of Trust. For physical securities the Declaration of Trust must be signed and notarized for the company. If the security is book entry, the Declaration of Trust must be signed and notarized for both the company and the trustee. Return executed form to this office.
10. **For Name Change Purposes. Submit only Form 120 & 121 in Triplicate.**

NOTE: All companies writing classes of insurance in this State are regulated by CHAPTERS 1, 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 20A, 22, and 23 of the TEXAS INSURANCE CODE shall be charged fees as follows:

FEE for accepting a security deposit: \$100.00

FEE for substitution/amendment of a security deposit: \$50.00

Fee for RENEWALS OF A CERTIFICATE OF DEPOSIT: \$50.00

Fee for name change: \$50.00

This fee must be received before a transaction will be processed.

Tina M. Saucedo
Bonds & Securities Officer
Company Licensing & Registration, Mail Code 305-2C