



PROCEDURES FOR SUBSTITUTING SECURITIES HELD UNDER JOINT CONTROL OF ATTORNEY(S)-IN-FACT AND COMMISSIONER OF INSURANCE WITH A CUSTODIAN BANK

SECURITIES DEPOSITED (FORM 120)

1. SECURITIES DEPOSITED FORM 120 IS REQUIRED TO BE FILED IN **TRIPLICATE**. Have all Attorney(s)-in-Fact affix an **ORIGINAL** signature to each form on the blank indicated "ATTORNEY-IN-FACT". This blank is located in the lower left corner of the form.
2. IDENTIFICATION NUMBER COLUMN - Enter certificate, bond, or safekeeping receipt numbers identifying securities proposed for deposit. **Please do not enter a CUSIP number in this column.**
3. DESCRIPTION OF SECURITIES COLUMN - Enter complete description of securities to be filed. Give market value and source of market value as of date of report. (Note: Securities need to be registered with the Securities Valuation Office and market value should be sufficient to maintain required value.)
4. IF CERTIFICATES OF DEPOSIT ARE FILED UNDER JOINT CONTROL: For any certificates of deposit that mature and are to be automatically renewed the Lloyds must submit, within 10 (ten) days, after the new renewal date a notification to this Department of the new terms. The notice must include amount, interest rate, maturity date, and CD number. Please Note: A CD cannot be automatically renewed if the identification number changes.

JOINT CONTROL AGREEMENT

COMPLETE THE JOINT CONTROL AGREEMENT IN **TRIPLICATE**. Please list securities that are to be placed under joint control on the form. The joint control agreement must be dated and bear an **ORIGINAL** signature of all authorized Attorney(s)-in-Fact. In the event of a corporate Attorney-in-Fact, the president of the corporation must sign.

SECURITIES WITHDRAWN (FORM 121)

1. SECURITIES WITHDRAWN FORM 121 IS REQUIRED TO BE FILED IN **TRIPLICATE**. Have all Attorney(s)-in-Fact affix an **ORIGINAL** signature to each form on the blank indicated "ATTORNEY-IN-FACT". This blank is located in the lower left corner of the form.
2. IDENTIFICATION NUMBER COLUMN - Enter certificate, bond, or safekeeping receipt numbers identifying securities proposed for withdrawal. This number should be the same number used as when the security was placed on deposit.
3. DESCRIPTION OF SECURITIES COLUMN - Enter complete description of securities to be withdrawn. (This should be the same as reported at the time of deposit.)
4. REASON FOR WITHDRAWAL – Substitution, Called, Merger, etc.

RETURN ALL COPIES OF THE FORMS TO THIS OFFICE. We will check the forms and sign them if in compliance with Article 18.10 of the Texas Insurance Code. All forms will then be sent from this office to the bank with authorization to make the transaction. The officer/custodian of the bank will be asked to date and sign the forms and will be given instructions to send one copy of the forms to this office, one copy to the Lloyds, and to retain one copy for their files. In order to expedite a transaction; please furnish this department with the name of the officer at the bank that will handle the transaction and also the bank's address.

NOTE: ALL LLOYDS AUTHORIZED TO WRITE ACCIDENT AND HEALTH INSURANCE:

FEE for filing JOINT CONTROL AGREEMENT: \$50.00

FEE for SUBSTITUTION/AMENDMENT to the joint control agreement: \$50.00

THIS FEE IS APPLICABLE TO RENEWALS OF CERTIFICATES OF DEPOSIT AND ALSO INCLUDES CHANGING BANKS TO ACT AS CUSTODIAN.

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