



Texas Department of Insurance

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Although every effort has been made to ensure the accuracy of the information contained in this document, all parties are advised to consult the Texas Insurance Code, the Texas Administrative Code and other applicable laws, regarding the extent and nature of their own requirements.

All dealings with the Texas Department of Insurance are governed and controlled solely by the Texas Insurance Code, the Texas Administrative Code and other applicable laws, and not by this document.

PRODUCT: COMPANY NAME CHANGES
DOCUMENT: CHECKLIST

All references in this checklist to the Texas Administrative Code and the Texas Insurance Code are referred to as TAC and TIC, respectively.

This document describes current Texas Department of Insurance procedures for the filing of company name changes.

Amendment of Charter:

Life and A & H Companies

Domestic - §§841.156, 841.202, 841.203, 841.254, TIC

Foreign - §982.113, TIC

Property & Casualty Companies Licensed to Write A & H Coverage

Domestic - §§822.155, 822.157, 822.158, TIC

Foreign - §982.002, TIC

_____ The company name change must be officially approved in accordance with the requirements of the Company Licensing.

Filing Requirements – §1701.005, TIC and 28 TAC §§3.1–3.8

_____ The company must file a name change endorsement with the Life/Health Division. The endorsement filing must be submitted and contain a form number sufficient to distinguish it from all other forms used under the new company name. The form number shall be located in the lower left-hand corner of the name change endorsement.

_____ A filing fee of \$100, as set forth in **28 TAC §7.1301(c)**, must be included with the submission of the name change endorsement.

Name Change Endorsement Requirements – §1701.055 (a)(2), TIC

_____ The name change endorsement shall contain the previously authorized company name, the newly authorized company name and the current home office address.

_____ The Name Change endorsement shall contain one officer's (President or Vice President or Secretary) signatures.

_____ The Name Change endorsement shall contain language referencing the endorsement is “made a part of” or “attached to” the policy/certificate.

Toll-Free Number/Complaint Notice – 28 TAC §1.601

_____ The Company's updated **NOTICE OF TOLL-FREE TELEPHONE NUMBERS AND PROCEDURES FOR OBTAINING INFORMATION AND FILING COMPLAINTS**, reflective of the new company name, shall be attached to the name change endorsement.

Additional Information to be Filed – 28 TAC §3.6(d)

_____ In conjunction with the submission of the name change endorsement, the following must be provided.

_____ A list of the policy, certificate, rider, amendments, and endorsement form numbers which were approved or exempted for use in Texas under the previous company name, which the company intends to continue issuing under the new company name. The list must include the approval/exemption dates.

_____ A certification signed by an officer of the company that the form numbers listed are the exact form numbers under which such forms were approved or exempted for use in Texas.

_____ **If the company has business in force in Texas under the previous company name**, a letter of commitment that the endorsement and updated Toll-Free Number/Complaint Notice will be mailed to all policyholders and/or certificate holders with in-force policies/ certificates under the previous company name within 45 days of the endorsement's approval.

_____ **If the company intends to issue the endorsement with the forms bearing the previous company name**, a letter of commitment indicating the company will begin attaching the endorsement and updated Toll-Free Number/Complaint Notice to newly issued forms on the effective date of the name change. If the company intends to use this procedure as a temporary measure, the company must indicate the date this procedure will be discontinued and clarify how new issues will be handled after that date.

_____ **If the company intends to reprint the forms approved or exempted under the previous company name with the new company name (and address, if applicable)**, a letter of commitment that the reprinted forms will be exact copies of the previously approved or exempted forms with absolutely no changes other than to the company name (and address, if applicable). The policy form numbers cannot be changed without refiling the forms under new numbers.