



HMO VOLUNTARY DISSOLUTION and CANCELLATION

Articles of Dissolution should not be filed with the Secretary of State until the cancellation of Certificate of Authority has been approved by the Texas Department of Insurance.

The following documentation (an original and one copy of each item) must be submitted to the Texas Department of Insurance, Company Licensing & Registration Division:

- A. If the Company has enrollees or unpaid claims relating to enrollees, the Company must file a withdrawal plan and may not dissolve until all enrollees have been taken care of and unpaid claims have been extinguished.
- B. Companies should use the following procedure to obtain verification that premium taxes and final annual statement filing fees have been paid in full.

The company must send its completed final premium tax return, final annual statement filing fee and any Texas premium taxes due to: State of Texas Comptroller's Office, Open Records Division, 111 East 17th Street, Austin, Texas 78701. The Comptroller's Office will provide Company Licensing with documentation that this has been completed. Please note this is required for dissolution and cancellation of Certificate of Authority.

- C. Final Financial Statement must be submitted by company to Company Licensing. Company Licensing will forward the financial statement to the Financial Analysis/Examinations Division.
- D. Obtain verification in writing from Accounting that all Texas Overhead Assessment fees have been paid.
- E. The Original Certificate of Authority (with the Gold Seal) must be surrendered for cancellation.
- F. Verify if there are any security or statutory deposits being held in Texas that should be released. If so, the insurer must submit written documentation as to who is authorized to receive said deposit upon its release.
- G. Notarized affidavit listing any pending litigation and known contingent liabilities or an affidavit stating there are no pending litigation or contingent liabilities.

Upon approval of the cancellation of Certificate of Authority by the Department, Articles of Dissolution can be filed with the Texas Secretary of State and provide this Agency with a copy. The copy must be certified by the Secretary of State. The controlling cite for the articles of dissolution is Art. 6.06 of the Texas Business Corporations Act.

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.