



Texas Department of Insurance
Financial, Company Licensing & Registration, Mail Code 305-2C
333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104
512-322-3507 telephone • 512-322-3550 fax • www.tdi.state.tx.us

Checklist for Name Change of Securities on Deposit

The following documents are required for an insurance company to change its name in the Bonds/Securities Team's records. Please refer to **Instructions for Completing Securities Deposited Form 120** and **Instructions for Completing Securities Withdrawn Form 121**.

This checklist is for a name change only, in which no securities will be released or substituted at the same time. Mergers may also be considered "name changes," provided that the Texas Merger Order allows for transfer of securities from one insurer to the other.

For name changes which also involve a substitution of securities, please refer to the Substitution Checklist.

- Securities Deposit Form 120 – Three (3) forms with **original signatures**.
The Deposit Forms should list the **new name** of the company.
- Securities Withdrawn Form 121 – Three (3) forms with **original signatures**.
The Withdrawal Forms should list the **old name** of the company.
- Copy of Texas Department of Insurance Commissioner's Order approving name change or merger – this does *not* need to be certified
- \$50.00** Filing Fee
- If the person who has signed Forms 120 and 121 is not listed on the Company's Annual Statement as an officer, please provide a statement that said person is authorized to sign on behalf of the company.
- When submitting all forms please attach a cover letter or a contact person's name and phone number.

NOTE: All documents MUST contain original signatures and notarizations where appropriate.

INCOMPLETE OR INCORRECT FORMS IMPEDE TIMELY REVIEW BY THE DEPARTMENT. THEREFORE, IT IS EXTREMELY IMPORTANT THAT ALL DOCUMENTS ARE COMPLETE.

Submit a complete filing to:

Texas Department of Insurance
Company Licensing & Registration, MC 305-2C
ATTN: TINA M. SAUCEDO
P. O. BOX 149104
Austin, TX 78714-9104

FOR QUESTIONS OR MORE INFORMATION, CALL (512) 322-4124.

Most securities documents are available online on our website at **www.tdi.state.tx.us**. Click on the FORMS section; then choose Forms – By Program / Division. Click on the "Next Forms Page" links until you get to Financial – Company License.