

**TEXAS DEPARTMENT OF INSURANCE**  
Premium Finance Licensing Unit - Mail Code 107-5A

**SCHEDULE D**

<b>FILINGS REQUIRED FOR PREMIUM FINANCE APPLICATION FOR CHANGE OF OWNERSHIP</b>
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**THE FOLLOWING DOCUMENTS ARE SUBMITTED AS REQUIRED  
(INDICATE BY CIRCLING LETTER)**

**When there is a change in ownership of an insurance premium finance company, the new owner shall submit the following:**

- A.** Supplemental application for an insurance premium finance company license **(Form PF1A)**.
- B.** List of Principals **(Form PF2)**.
- C.** Premium Finance Application Questionnaire **(Form PF3)**.
- D.** Biographical Affidavit **(Form PF4)** on all **NEW** individuals named on Form PF2.
- E.** List of Other States of Licensure **(Form PF5)**.
- F.** Appointment of Statutory Agent and Consent to Service **(Form PF6)**.
- G.** Financial statement.
- H.** \$200.00 investigation fee.
- I.** A copy of the contract of sale establishing refund and fee liability.
- J.** A copy of the resolution minutes authorizing the change of ownership **(corporations)**
- K.** Current Franchise Tax Certificate of Good Standing or letter of exemption issued by the Texas Comptroller of Public Accounts. **(corporations only)**
- L.** Partnership Agreement. **(partnership only)**
- M.** Certified copy of amended assumed name certificate as on file with County Clerk(s). **(sole proprietorship/partnership only)**

**OWNERSHIP IN A CORPORATION IS DEFINED AS HAVING 10% OR MORE STOCK IN A CORPORATION.**

When there is a change in ownership of an insurance premium finance company **resulting in no new owners**, the following requirements may be omitted:

- C.** Premium Finance Application Questionnaire **(Form PF3)**.
- D.** Biographical Affidavit **(Form PF4)** on all **NEW** individuals named on Form PF2.
- H.** \$200.00 investigation fee.