



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

## Demutualization/Conversion of a Foreign Insurer

### ITEMS TO BE SUBMITTED

- 1. Detailed Plan of Reorganization/Demutualization
- 2. Amended or Restated Articles of Incorporation certified by state of domicile
- 3. Certified copy of approval order from state of domicile
- 4. Copy of notification to agents
- 5. Filing Fee of \$125 for Amended Articles OR \$250 for Restated Articles

Note: Additional documents may need to be filed with Life Group (policy approval section), even if the Company name is not changing. Please call (512)322-3403 for additional information.

### THE FOLLOWING MUST ALSO BE SUBMITTED IF THE COMPANY IS CHANGING ITS NAME AS PART OF THE DEMUTUALIZATION/CONVERSION

- 1. Name Application and \$100 Fee
- 2. Application for Certificate of Authority
- 3. Standard Coverages Page (Fire and Casualty Companies ONLY)
- 4. Officers and Directors Page
- 5. Attorney For Service Form
- 6. Original Texas Certificate of Authority (must be surrendered)

7. Name Change Endorsement (ALL companies who write life, accident and/or health or who have policy forms approved for use in Texas) - Follow the enclosed instructions and send required documents with a separate filing fee of \$100 to the attention of:

Texas Department of Insurance  
Filings Intake - Life Group, MC 106-1E  
P.O. Box 149104  
Austin, Texas 78714-9104

8. Certified copy of Certificate of Authority from state of domicile showing acceptance of name change

- Forward the plan of demutualization/conversion to the admissions Officer for review.
- Follow name change process.

**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.