

Applicant Company Name: _____

NAIC No. _____

FEIN: _____

**Uniform Certificate of Authority Application (UCAA)
Corporate Amendments Application Checklist
For Corporate Amendments Application Only**

The application checklist is intended to help guide the insurer (herein after referred to as “Applicant Company”) with the assembly of a complete Corporate Amendments Uniform Certificate of Authority Application (UCAA). Please be sure to complete the checklist by appropriately marking the boxes on the left side of the page prior to submitting the application for review. The completed checklist should be attached to the top of the application.

Regulator Use Only

1. **Application Form (pursuant to Sections II-V and VII-X Filing Requirements Item 1), containing:**
 - Completed UCAA Corporate Amendments Application Checklist (Form 1C)
 - Original UCAA Corporate Amendments Application Form executed, signed and Attachments (Form 2C)
 - Original Certificate of Authority or an Affidavit of Lost Certificate of Authority (Form 15) (not applicable for Sections VIII, IX and X)
 - Cover Letter (Optional)

2. **Filing Fee (pursuant to Sections II-V and VII-X Filing Requirements Item 2), containing:**
 - Payment of required filing fee
 - Copy of check

3. **Articles of Incorporation/Articles of Merger (pursuant to Sections II-V, VII and IX Filing Requirements Item 3)**
 - Submit documentation as listed in Sections II-V, VII and IX Filing Requirements Item 3

4. **Bylaws (pursuant to Sections II-V, VII, IX Filing Requirements Item 4; Section X Filing Requirements Item 3)**
 - Submit documentation as listed in Sections II-V, VII and IX Filing Requirements Item 4 and Section X Filing Requirements Item 3

5. **Lines of Insurance (pursuant to Section II Filing Requirements Item 1)**
 - Include all lines of insurance the Applicant Company is licensed to transact, currently transacting and requesting authority to transact in all jurisdictions (Form 3)

6. **Minimum Capital and Surplus Requirements (pursuant to Sections II and VII Filing Requirements Item 5)**
 - Provide explanation of compliance with minimum capital & surplus requirements for state for which application is prepared

7. **Certificate of Deposit for Statutory Deposit Requirements (pursuant to Sections II and VII Filing Requirements Item 6; Section IV Filing Requirements Item 5)**
 - An original Certificate of Deposit prepared by state of domicile (Form 7)

8. **Plan of Operation (pursuant to Sections II, VII and VIII Filing Requirements Item 7)**
 - Completed Questionnaire (Form 8C) per Section II, Filing Requirements Item 7
 - Pro Forma (Form 13)
 - Narrative

9. **Deleting Lines of Business (pursuant to Section II Filing Requirements Item 11)**
 - Questionnaire (Form 8C), complete Section II, questions 22-25

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10. **Statutory Membership(s) (pursuant to Sections II and VII Filing Requirements Item 8)**
- Submit documentation as listed in Sections II, and VII Filing Requirements Item 8
11. **Certificate of Compliance (pursuant to Section II Filing Requirements Item 9)**
- Original Certificate of Compliance completed by domiciliary state insurance regulatory agency (Form 6)
12. **State-Specific Information (pursuant to Section II Filing Requirements Item 10, Sections III, V Filing Requirements Item 7, Section IV Filing Requirements Item 8, Section VII Filing Requirements Item 12, Section VIII Filing Requirements Item 9, Section IX Filing Requirements Item 6, Section X Filing Requirements Item 5 and Section XI Item 4)**
- Some jurisdictions may have additional requirements that must be met before approval can be granted or the amended Certificate of Authority can be issued. Before completing a UCAA Corporate Amendments Application the Applicant Company should review a listing of requirements for the state to which they are applying. That listing can be found at http://www.naic.org/industry_ucaa.htm
13. **Uniform Consent to Service of Process (pursuant to Sections III, IV and V Filing Requirements Item 5, Section VII Filing Requirements Item 10 and Section VIII Filing Requirements Item 7)**
- Original executed Service of Process form (Form 12)
14. **State of Domicile Approval (pursuant to Sections III, IV and V Filing Requirements Item 6 and Section VII Filing Requirements Item 11, Section VIII Filing Requirements Item 8, Section IX Filing Requirements Item 5 and Section X Filing Requirements Item 4)**
- Submit documentation as listed in applicable Sections III, IV and V Item 6, Section VII Filing Requirements Item 11, Section VIII Filing Requirements Item 8, Section IX Filing Requirements Item 5 and Section X Filing Requirements Item 4
15. **NAIC Biographical Affidavit (Form 11), (pursuant to Section VII Filing Requirement Item 9 and Section VIII Filing Requirement Item 6), for the following:**
- Officers (as listed on Jurat Page of most recent financial statement.)
- Directors (as listed on Jurat Page of most recent financial statement.)
- Key managerial personnel (including any vice presidents or other individuals who will control the operations of the applicant.)
16. **Name Approval (pursuant to Section III Filing Requirements Item 8)**
- Evidence of name approval request
17. **Statement of Withdrawal (pursuant to Section XI Filing Requirements Item 3)**
- Completed Form 17
- Submit documentation, if applicable, for:
- Reinsurance Agreement
- Assumption Agreement
- Outstanding Liabilities or Law suits
- Pending Regulatory Actions