

OKLAHOMA INSURANCE DEPARTMENT

FIVE CORPORATE PLAZA
3625 NW 56TH, SUITE 100
OKLAHOMA CITY, OK 73112
WWW.OID.OK.GOV



FINANCIAL DIVISION
PHONE: 405.521.3966
FAX: 405.522.2640

GLEN MULREADY
INSURANCE COMMISSIONER

DELETING LINE(S) OF AUTHORITY

To complete this change in the state of Oklahoma, the Company will need to file the following to the Oklahoma Insurance Department:

File Electronically through the **NAIC's Corporate Amendment Portal**:

- Download the **Corporate Amendments Application Instructions** at the NAIC website.
- UCAA Form 2C Corporate Amendment Application.
- UCAA Form 3 Lines of Insurance
- Certified amended/restated Articles of Incorporation (Fee \$50.00); ***if applicable.***
- Certified amended/restated Bylaws (Fee \$50.00); ***if applicable.***
- UCAA Form 14 Change of Address/Contact Notification; ***if applicable.***
- UCAA Form 17 Statement of Withdrawal.

Rate and Form Filings: Please assure rate and form filings have been completed electronically through SERFF. Call our Rate & Form Compliance Division at 405-521-3681 should you have any questions regarding rate and form filings and the required notice filing through SERFF, or visit the link below on the Oklahoma Insurance Department's website: http://www.ok.gov/oid/Regulated_Entities/Rate_and_Form_Filing/index.html. For more information see Oklahoma Regulation Title 365:15-1-18 and 15-7-31 for the 90-day notice requirement and Oklahoma Regulation Title 365:10-1-14 for the 180-day notice requirement.

File Electronically through the **NAIC's SERFF System** - 180 day notice for Life Insurers or 90 day notice for Property and Casualty Insurers including the following:

1. The insurer shall state in writing its reasons for such action.
2. The number of policyholders affected;
3. The number of insurance agents affected;
4. The date the insurer will cease writing new business;
5. The date the insurer will start non-renewing insurance policies;
6. The date the insurer will transfer policyholders; if applicable;
7. Whether the insurer has made arrangements with another insurer to pick up the renewals; if applicable;
8. The lines of insurance on which the insurer plans to concentrate; and
9. Whether the insurer anticipates re-entering the market.

Producer Appointments (If applicable): Contact our Licensing Division for company appointment information as well as agent and agency licensing at 405-521-3916, or visit the link below on the Oklahoma Insurance Department's website: http://www.ok.gov/oid/Licensing_and_Education/index.html

Mailing instructions below:

File by mail to the Oklahoma Insurance Department, **Financial Division**, 3625 NW 56th St., Ste. 100, Oklahoma City, OK 73112-4511:

- Surrender the current Certificate of Authority for amendment (must be original or the UCAA or file Form 15 Affidavit of Lost Certificate of Authority) – no fee.
- **Fees:** Mail the check with a cover letter and the Certificate of Authority (or Form 15). Checks must be **payable to the OKLAHOMA INSURANCE DEPARTMENT** and arrive with paperwork to assure the payment can be applied properly.

Note: All fees noted above apply unless the retaliatory fee is higher pursuant to Title 36 O.S. § 628.

File by mail to the Oklahoma Insurance Department, **Legal Division**, 3625 NW 56th St., Ste. 100, Oklahoma City, OK 73112-4511:

- UCAA Form 12 Consent for Service of Process. ***If applicable.*** Mail the Form 12 with a check in the amount of \$10, payable to the Oklahoma Insurance Department.

Processing will begin upon receipt of the required items listed above.