



**The State of New Hampshire
Insurance Department**

21 South Fruit Street, Suite 14
Concord, NH 03301

**APPLICATION FOR CERTIFICATE of AUTHORITY
THIRD PARTY ADMINISTRATOR R.S.A 402-H**

Legal name of administrator: _____

Trade Name (if any): _____

Domicile: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Licensing Contact: _____ Title: _____

Phone and Extension: _____

Name and Address where license should be mailed: _____

*Note: This Department will only correspond with the named contact person. This individual may be in the company or a contracted person such as a consultant.

Application Examination {400-A:29 I (a)}: \$1,000.00

All checks must be made payable to: New Hampshire Insurance Department.

Our review process will not begin until ALL fees are paid. New Hampshire law does not allow for the payment of fees after the issuance of the license.

Section 1 – Management

BIOGRAPHICAL AFFIDAVITS AND OFFICIAL LIST OF ALL INDIVIDUALS responsible for the conduct of affairs of the administrator. The NHID accepts the NAIC biographical affidavit. The list should give the name, position occupied, address and the professional qualifications of each of these individuals. It should also be sworn to as a true and complete list by the secretary of the administrator. The list shall include:

- Board of Directors
- Board of Trustees
- Executive Committee/Governing Board/Committee
- Principal Officers (Partners or members in the case of Partnership, Association or LLC)
- Shareholders (10% or more)
- Others exercising control/influence

Section 2 – Financial

STATUTORY DEPOSIT as indicated below. An administrator that will administer benefit plans that are fully insured by an insurer that is not licensed in this state, multiple employer welfare arrangements, or church self-insured plans shall maintain a surety bond for the use and benefit of the commissioner that covers individuals and persons in New Hampshire who have remitted premiums or insurance charges or other moneys to the administrator in the course of the administrator's business. (RSA 402-H:11 VIII)

- A surety bond issued for the greater of \$100,000.00 or 10 percent of the administrator's average daily client account balance during the preceding calendar year by a surety company licensed to do business in the State of New Hampshire. However, in no event shall the bond be more than \$1,000,000.
- If an administrator cannot obtain a bond, then another security, including, but not limited to, cash or negotiable securities in an amount equal to the amount of the required surety bond shall be set aside in one or more trusteed bank accounts in the State of New Hampshire.

THE PHYSICAL ADDRESS WHERE THE BOOKS AND RECORDS MAINTAINED BY THE ADMINISTRATOR ARE LOCATED:

THE FOLLOWING DOCUMENTS MUST BE INCLUDED WITH THE APPLICATION:

Audited Financial Statements for the two most recent fiscal years that prove that the administrator has a positive net worth. If the administrator has been in existence for less than two fiscal years, the application shall include financial statements or reports, certified by an officer of the administrator and prepared in accordance with GAAP, for any completed fiscal years, and for any month during

the current fiscal year for which such financial statements or reports have been completed. An audited financial statement prepared on a consolidated basis shall include a columnar consolidating or combining worksheet (see RSA 402-H:12, RSA 402-H:11 II (c)(1), Ins 2301.01)

Section 3 – Documentary

1. CERTIFIED COPIES OF ALL BASIC ORGANIZATIONAL DOCUMENTS, including Articles of Incorporation, Articles of Association, partnership agreements, trade name certificate, trust agreement, shareholder agreement, recent certificate of good standing for state of domicile and for the State of New Hampshire, and all amendments thereto. These items should be certified by the proper domiciliary state official.
2. COPY OF THE BY-LAWS of the applicant certified as a true and correct copy of the secretary of the company.
3. BUSINESS PLAN STATEMENT. Attach a separate sheet outlining the Administrator's Business Plan, including staffing levels proposed for New Hampshire and nationwide.
4. SUMMARY of INSURANCE POLICIES. Attach copies of binder pages from insurance carriers for Administrator's:
 - a. "Errors & Omissions" Insurance (carrier/limits/policy period)
 - b. "Directors & Officers" Insurance (carrier/limits/policy period)
 - c. Any other pertinent coverages (carrier/limits/policy period)
5. If the applicant will be managing the solicitation of new or renewal business or will be directly soliciting insurance contracts or otherwise acting as a Producer, furnish the name and New Hampshire Producer license number (s) of the individual (s) who will be performing these duties and indicate if they are contract workers or employees. Please be aware that these individuals will need a current appointment with the insurer (s) for which they will be soliciting.
Name: _____ License Number: _____
Employment status: _____
Name: _____ License Number: _____
Employment status: _____
Name: _____ License Number: _____
Employment status: _____
6. If the applicant is currently contracted with any insurer or other persons as a third party administrator, include a copy of each contract. A "Notice of Contract" must also be completed for each contract with an insurer and submitted to the NHID. (form attached, reproduce as needed)
7. The license or authority of the administrator in any state, district or country has at no time been revoked, suspended or cancelled, nor has it been refused admission to any state, district or country, except as state below. (state in full detail any exception)

Notarization

State of _____

County of _____

BEFORE ME, the undersigned authority, personally appeared

_____ who, being duly sworn, stated that all information contained in the attached application for licensure is, to the best of his knowledge, true, complete and correct.

Witness signature: _____

Witness Printed Name: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name: _____

Sworn to and subscribed before me this _____ day of

_____ in the year _____.

Notary Public Signature: _____

Printed Name: _____

NOTICE of CONTRACT
BETWEEN THIRD PARTY ADMINISTRATOR AND INSURER

Administrator Name: _____

Trade name (if used): _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Insurer: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Contact Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Under the terms of the attached contract, the administrator will be responsible for: (check those which apply)

- Solicitation of Coverage Collection Charges/Premium
- General Management Services Claims Payment Underwriting
- Claims Adjustment Distribution Ad Materials
- Other, explain: _____

Effect Date of Contract

Physical location of books and records maintained by the administrator in regard to this agreement: _____

Also include the following items:

- A copy of the contract between the administrator and insurer.
- A copy of the notification which will be sent to policyholders informing them of this arrangement.
- Copies of all advertisement and marketing materials to be distributed by the administrator.

- Level of reinsurance provided for the benefit of insureds under this contract, include carrier name.

Signature of Administrator Representative: _____

Printed Name of Administrator Representative: _____

Signature of Insurer Representative: _____

Printed Name of Insurer Representative: _____