

State of Delaware



INSURANCE COMMISSIONER

841 SILVER LAKE BLVD.
DOVER, DELAWARE 19904-2465
(302) 739-4251
FACSIMILE (302) 739-5280

Department of Insurance

DOCUMENTS NEEDED TO PROCESS APPLICATION FOR DEMUTUALIZATION OF A NON-DOMESTIC COMPANY WITHOUT NAME CHANGE

The following steps must be accomplished in order for the Department to issue a new Certificate of Authority to as a Stock company:

1. provide copies of the Plan of Demutualization and Approval Order, certified by the home state;
2. complete and return attached Form 3P;
3. return original Delaware Certificate of Authority presently issued to the company as a mutual company. If the original certificate cannot be located, an Officer of the company must state before a Notary Public that the original cannot be located and if ever found, it will be returned to the Delaware Department of Insurance.
4. submit a copy of the Company's amended articles/certificate of incorporation, certified to by the home state;
5. submit a copy of the amended By-Laws, if applicable, certified to by the Secretary of the company.
6. provide a check in the amount of \$120.00 (\$100.00 for the new certificate of authority, and \$20 for filing the amended charter documents and by-laws).

Regarding the forms presently filed with this Department, it shall not be necessary to refile any forms. Depletion of the present stock is authorized if corrected by a sticker or similar device indicating the company is a stock company. However, it is requested that you file with the Department's Rating Section a copy of the notification that will be sent to Delaware policyholders regarding the Demutualization, along with a filing fee of \$50.00. If a life company, a completed Life, Accident and Health Insurance Filing Certification Form is required. Any questions regarding filing of the document should be directed to the attention of Johnii Bothell, Life/Health Insurance Forms & Rates Analyst (302-739-4251, Ext. 123); Johnii.Bothell@state.de.us, or Ann Lyon, Property/Casualty Insurance Forms & Rates Analyst (302-739-4251, Ext. 125); Ann.Lyon@state.de.us.

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