



MEMORANDUM

TO: All Third Party Administrators
Licensed in the State of Delaware

FROM: Antoinette Handy
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RE: License Renewal and Filing Annual Financial Audited Report

DATE: February 3, 2011

Third Party Administrators licensed in the State of Delaware are required to annually renew its license and pay a renewal fee of \$100.00. Please complete and return on or before July 1st, the attached "Third Party Administrator Annual Renewal Form", along with a check in the amount of \$100.00 made payable to the Delaware Department of Insurance.

- Resident Third Party Administrators are required to submit on or before July 1st, a certified Audited Financial Report for the year preceding.
- Non-Resident Third Party Administrators are required to submit on or before July 1st a Certificate of Authorization from its "home state"

The renewal information will only be available by accessing the Department's website: www.delawareinsurance.gov.

/AH
Attachment