



**Delaware/Home State Checklist
TPA Checklist (Reg. 1406)
Domestic License**

1. Written agreement between the TPA (Administrator) and the Insurer.
2. Documentary evidence of a fiduciary account for deposit of charges and premiums collected by the Administrator on behalf of the insurer and return of premiums. (Reg. 1406, 8.1)
3. A copy of the Uniform Application used to apply in Delaware as an Administrator. (Reg. 1406, 12.1), contact the NAIC library.
4. Certified copies of the administrators Articles of Incorporation, Articles of Association, partnership agreement, trade name certificate, trust agreement, shareholder agreement and any other applicable documents and associated amendments. (Reg. 1406, 12.2.1)
5. Administrators by-laws, rules, regulations or similar documents regulation the internal affairs of the applicant. (Reg. 1406, 12.2.2)
6. NAIC biographical affidavits of the Administrator's board of directors, board of trustees, executive committee, or other governing board or committee. Its principal officers or partners or members if a partnership, association or limited liability company and/or any shareholder or member holding directly or indirectly 10% or more of the voting stock, voting securities, or voting interests of the Administrator, and any other person who exercises control or influence over the affairs of the applicant Administrator. (Reg. 1406, 12.2.3)
7. Audited Annual Financial Statements for the two (2) most recent fiscal years, that demonstrate the administrator has positive net worth. If Administrator has been in existence for less than two (2) years financial statements or reports certified by an officer prepared in accordance with GAAP for any completed fiscal year and 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 with a columnar consolidating or combining worksheet may be used by the applicant. (Reg. 1406, 12.2.4)
8. A business plan including information on staffing levels and activities prepared in this state and nationwide. The plan should address the applicants proposed staffing levels for claims processing, record maintenance and underwriting. (Reg. 1406, 12.2.5)

9. If the TPA's State of Incorporation or principal place of business does not have regulations pertaining to Third Party Administrators, the Administrator is required to file as a Delaware domestic.
10. UCAA Form 12 (Uniform Consent to Service of Process)
11. Such other pertinent information as may be required by the Commissioner. (Reg.1406, 12.2.6)
12. If the Administrator's plan pertains to less than 100 lives the Administrator is exempt from Regulation 1406. This Administrator must file an affidavit indicating it represents 100 or less lives. If TPA changes number of lives above 100, they must notify the Department and complete the application for a licensed TPA.
13. Pay the \$500 application and \$100 licensing fee required in Reg. 1406, 17.1