

CHECKLIST FOR SURRENDER OF PRENEED CERTIFICATE AND/OR BRANCH REGISTRATION

The following is a checklist of items that must be submitted to the Alabama Department of Insurance in order to surrender a preneed certificate of authority and/or branch registration. When you submit the surrender application, attach a copy of this completed checklist. If an item does not apply, mark N/A in the preceding box.

Note: Please visit www.aldoi.gov/preneed for the most recent version of all forms.

- Preneed Contract Log (back to May 1, 2002, or the first Preneed Sale, whichever is later).
- Cemetery Property Sales Log (back to May 1, 2002, or the first interment right sold, whichever is later). Applies to Endowment Care Cemeteries and Funeral/Cemetery Combination operations.
- Preneed Certificate of Authority – Surrender Application – both pages - completed in their entirety.
- Preneed Branch Registration – Surrender Application– both pages - completed in their entirety.
- Copies of trust agreement for each Merchandise & Services trust account in existence.
- Copies of trust agreement for each Endowment Care fund in existence.
- Sample copy of each preneed contract version used.
- Current Merchandise and Services trust statement(s) provided by the trustee(s) for each account.
- Current policy/annuity listing(s) in detail provided by each insurer showing the active policy count, each active policy associated with a preneed contract and the face values.
- Have any preneed contracts been funded with a surety bond or letter of credit? If so, check the box and contact the Department for further instructions.
- Current Endowment Care Trust statement(s) for each account provided by the trustee(s).
- List of names and addresses of all preneed contract beneficiaries (pre and post-law), including the retail amount of their preneed contracts and funding method.

Your surrender application is not complete until all of the above have been received, completed as applicable, including all fees and required signatures. In addition to the required surrender documents, all required reports due up to the point of surrender, must be filed, such as the Semi-Annual Report of Preneed Activity, the Annual Report of Endowment Care Cemetery Trust Fund and Cemetery Property Sales Log, etc., must be received before the Commissioner will approve the surrender of your Certificate of Authority or any Branch Registrations. Likewise, any administrative actions, including examination findings, must be addressed and/or resolved to the Commissioner's satisfaction before the surrender will be approved.