

## **Filing Certificate of Authority and Branch Registration Renewal Applications**

Annually, on April 10<sup>th</sup>, all required forms and instructions for filing a certificate of authority renewal application will be available on the ALDOI website. The following is a listing of the forms and documents that must be filed by July 1<sup>st</sup> each year:

- **Checklist** to guide you in the documents that will need to be filed with the Department of Insurance. As you prepare the required documents for mailing, place a checkmark in the box to indicate that the document is enclosed in your submission. Return a copy of the checklist with your renewal package. We will be unable to renew your certificate or branch registration until all documents have been completed in their entirety and have been filed.
- **Annual Renewal Invoice** that shows the total fees due for the certificate of authority and branch registrations (if any). The renewal invoice is mailed to certificate holders on or about April 10 and must be returned with the *Certificate of Authority – Renewal Application*.
- **Certificate of Authority - Renewal Application.** All questions must be answered and all appropriate required documents (such as a financial statements) must be filed with the application.
- **Branch Registration - Renewal Application.** Use this document only if there are branch registrants associated with the certificate holder. A separate application must be used for each branch registrant. All questions must be answered and all appropriate documents must be filed with the application.
- **Financial Statement** as of the last fiscal year prepared in accordance with Alabama Preneed Regulation Chapter 482-3-003-.10. The financial statement may be **either** a financial statement in the form set forth on the ALDOI website; **or** a financial statement accompanied by a compilation, review, or audit report from a licensed certified public accountant prepared in conformity to GAAP. **Please do not place the financial statement in a binder.**
- **Revised Trust Agreements.** If you currently sell preneed contracts funded by trust, you must revise your trust agreement(s) and submit an executed agreement with your renewal application. It is advised that you ensure the revised agreement(s) meets the Department's requirements/approval in advance. Endowment care trust agreements (if applicable) must also be revised, approved, executed and submitted with your renewal.
- **Annual Trust Statements.** An Annual Trust Statement is required if preneed contracts funded by trust have ever been sold so long as trust funded contracts remain unfulfilled/outstanding. Annual Trust Statement(s) from Trustee (shows activity from January 1 – December 31) as required by ALA. CODE § 27-17A-11(g) and must be included with your renewal.
- **Annual Preneed Sales Agent Registration Renewal Invoice** will be available online at [www.NIPR.com](http://www.NIPR.com) May 1<sup>st</sup> each year. **The renewal invoice will not be mailed.** Certificate holders must pay the invoice online and mail a copy of the invoice and the payment confirmation with their renewal application. Citizenship documentation, such as copy of an Alabama driver or non-driver id, must also be included for each PSA. Instructions for paying the invoice online are available on the Department's website under the **Preneed Sales Agents** link.

All applicable forms must be received by July 1<sup>st</sup>, or be postmarked no later than June 30<sup>th</sup>. If not received the Certificate Holder will be in default and subject to a maximum fine of \$100 per day. In accordance with ALA. CODE § 27-17-11(h) "the certificate holder's authority to sell preneed contracts shall cease while the default continues." If on September 1<sup>st</sup>, the Certificate Holder remains in default, then the Certificate of Authority will expire and a new certificate of authority must be applied for and approved prior to resuming preneed sales.

For updates and other information visit [www.aldoi.gov/preneed](http://www.aldoi.gov/preneed)