

OKLAHOMA INSURANCE DEPARTMENT

Financial Division

PURCHASING GROUP – CHECK LIST (Title 36 O.S. § 6453-§ 6468)

For New Application

Name of Purchasing Group: _____

_____ **FEIN#** _____

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(for Departmental use: check the items received)

- ___ 1. Notice and Registration.
- ___ 2. All lines on the Registration Form were completed, signed by the Secretary and President, dated, and notarized.
- ___ 3. Received **\$400** registration fee. Ck No. _____ Date _____
- ___ 4. If a new application only: Received Designation of Agent (UCAA Form) and **\$10 fee**.
Ck No. _____ Date _____ Further Handling – Summary Info. to NAIC _____
- ___ 5. Does line 13 indicate who will be responsible for payment of premium taxes? If an agent or surplus lines broker was reported on line 13, is the agent/broker licensed in Oklahoma? License # _____ Is the agent appointed by the insurer?
- ___ 6. Has the Company's President & Secretary signed the Agent for Service of Process form with the Board of Directors Resolution received and signed by the Purchasing Group's Secretary?
- ___ 7. Was a "**certified**" certificate of compliance received from the Purchasing Group's state of domicile? And does the name on the Application agree with the Certificate of Compliance?
- ___ 8. If an insurer, broker, or risk retention group is shown on line 12, is the company licensed in Oklahoma? License # _____
- ___ 9. If any item under line 15 is answered "yes" attach a separate letter of explanation.

File is complete: _____ Date: _____ Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

Revised 04/10