

## MOTOR SERVICE CLUB NEW APPLICATION CHECK LIST

### Complete:

- \_\_\_\_1. Application for Motor Service Club Certificate of Authority executed under oath by the president or other officer.

### Submit documents below:

- \_\_\_\_2. Copy of Charter or Articles of Incorporation and bylaws.
- \_\_\_\_3a. If **domestic**, include a certificate from the Secretary of State of Oklahoma, showing company is in compliance with corporate laws.
- \_\_\_\_3b. If **foreign**, include a certificate from the domiciliary state regulatory authority, executed not more than thirty (30) days before the filing of the application, signifying that it is duly authorized to do motor club business in that state.
- \_\_\_\_4. Copy of the latest financial statement or report of independent audit (if neither is available, the most recent audited and certified operating statement and balance sheet signed by an executive officer and independent accountant compiling the same.)
- \_\_\_\_5. Forms and rates
- \_\_\_\_6. Explanation of company's plan of doing business
- \_\_\_\_7. Include copies of the following:  
\_\_\_\_ a) Application for membership.  
\_\_\_\_ b) Proposed membership certificate or identification card.  
\_\_\_\_ c) Any individual insurance policy, any group master policy, and any individual certificates there under to be offered.  
\_\_\_\_ d) Any service contracts to be issued.  
\_\_\_\_ e) Promotional and advertising material.
- \_\_\_\_8. Affidavits of officers, directors, managers and individual owners of more than 10%, that it is not disqualified under any provisions contained in this act or contained in the Insurance code, signed by two officers.
- \_\_\_\_9. Affidavit signed by two officers acknowledging that it is a separate entity and aware that it can be examined by the Commissioner as provided in the Act.
- \_\_\_\_10. Letter of acknowledgement signed by two officers that it is aware that its license must be renewed annually on July 1<sup>st</sup>, unless sooner revoked or suspended.

### Fees and Deposits:

- \_\_\_\_11. Initial filing fee of \$250 payable to the Oklahoma Insurance Department.
- \_\_\_\_12. Annual license fee of \$100 payable to the Oklahoma Insurance Department.
- \_\_\_\_13. A deposit with the Commissioner for the sum of fifty thousand dollars (\$50,000) in cash or securities approved by the Commissioner, or as specified in 36 O.S. §3102, a corporate surety bond in the amount of one hundred thousand dollars (\$100,000) approved by the Commissioner.



**OKLAHOMA INSURANCE DEPARTMENT  
STATE OF OKLAHOMA  
5 Corporate Plaza  
3625 N. W. 56<sup>th</sup> Street, Ste. 100  
Oklahoma City, OK 73112  
405-521-3966**

**Application for Motor Service Club Certificate of Authority**

Name of Motor Service Club: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person & Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ License year ending July 1, \_\_\_\_\_ Company's FEIN Number: \_\_\_\_\_

**Dear Commissioner John D. Doak:**

We respectfully request that (*insert Company name*): \_\_\_\_\_  
be issued a Certificate of Authority to engage in the business of Motor Service Club within the State of Oklahoma,  
as such business is defined in 36 O.S. §3101, et seq. The name, address and title of the principle officers are as  
follows (*attach an additional sheet if necessary*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The home office of the company is located at \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_.

The Company has been in continuous operation in the State of Oklahoma since \_\_\_\_\_, and has fully paid annual membership within the State of Oklahoma of \_\_\_\_\_ members.

The duly appointed service agent for said company within the State of Oklahoma is \_\_\_\_\_, whose principal place of business is located at \_\_\_\_\_, in the City of \_\_\_\_\_, Oklahoma.

Please find attached hereto a true and correct copy of our financial statement as the same existed on the last day of December of the preceding year, the same to be considered a part of this application as is fully set out herein.

Please also find enclosed a check in the amount of \$ \_\_\_\_\_ in payment of the filing fee.

\_\_\_\_\_  
(President's Signature)

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(President's name)

\_\_\_\_\_  
(Secretary's Name)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

[Seal]

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Commission Expires)