

Service Warranty Association Checklist
(Title 15 O.S. §141.1- §150)

Company Name: _____

- ___ 1. Complete and Notarized Application
- ___ 2. (\$400.00) license fee and payment voucher
- ___ 3. Name together with a trademark or emblem (if any) which is distinctive and no so similar to the name or trademark of any other person already doing business in this state as will tend to mislead or confuse the public. When using DBA, please provide a full description and do not use abbreviations.
- ___ 4. Certificate of Authority from the Oklahoma Secretary of State
- ___ 5. Certified copy of Articles of Incorporation
- ___ 6. Most recent audited financial statement verified under oath by at least two (2) of its principal officers. If you are unable to provide an audited financial statement, please attach a letter including a certified statement providing reason(s) why such is not available with your financial statement.
- ___ 7. A surety bond - letters of credit are not acceptable. Bond value must be at least \$25,000. (If entity's license is approved, the bond value must be 5% of the gross written premium received, less claims paid, on the sale of the service warranties in this state; but not less than \$25,000).

****Note**** If the applying entity is using a contractual liability policy in place of the surety bond, as described in 15 O.S. §141.6, please see the contractual liability policy (CLP) checklist. This checklist will assist in making sure the CLP is acceptable. Please note that the CLP must be reviewed and approved before being acceptable to use in place of the bond.
- ___ 8. Copy of the by-laws, certified by the CEO
- ___ 9. Proof of licensure in the state of domicile
- ___ 10. List of Service Warranty Representatives

*****Note*****

If the service warranty application is approved and licensed, forms and contracts will be required to be submitted and approved through our Rate and Form Compliance Division before being sold to Oklahoma consumers. Questions regarding form and contract submissions for service warranty should be directed to the Rate and Form Compliance Division at (405) 521-3541.