

Insurance Administrator (TPA) Initial Application Checklist

Company Name: _____

Date of Submission: _____

License Number: _____

Primary Contact Person: _____

Primary Contact Email: _____

Primary Contact Phone: _____

The online application, licensing fee, and required documents listed below must be legible, contain accurate information, be completed fully on updated forms, and submitted on the same day. You must submit this form with the required documentation listed below via email to specialtylicensing@doi.sc.gov. (We cannot receive emails larger than 40 MB. Please keep this in mind when sending documentation by email. You may have to send more than one email and/or combine documents in a zip file.)

Your application will not be processed unless the Department of Insurance receives the online application, the licensing fee, and all the required documentation. If you complete the online application and pay the licensing fee but fail to submit the required documents by the deadline given, your application will be rejected. You may not conduct any Insurance Administrator/TPA business until all requirements have been met, and your license is approved.

Please be aware that all correspondence regarding this application will be via email through our online system. The email address used for this correspondence is sbs@naic.org. We recommend saving this email address to ensure you receive any future system-generated emails. However, **please do not reply to sbs@naic.org, as messages sent to that address will not be received.** Please send any correspondence and documents you wish to submit regarding your license to specialtylicensing@doi.sc.gov.

Requirement	Code Reference	Description of Requirement	Requirement Completed
NIPR Application	Section 38-51-20	Complete Initial Application on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Licensing Fee	Section 38-51-20	Pay the license fee of \$100.00 on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Initial Application Additional Questionnaire Form	Section 38-51-20	Complete Initial Application Additional Questionnaire Form	Yes, submitted by email to specialtylicensing@doi.sc.gov <input type="checkbox"/>
South Carolina Certificate of Existence or Authority (Certificate of Good Standing)	Section 38-51-20	South Carolina Certificate of Existence or Authority (Certificate of Good Standing) from the South Carolina Secretary of State (A Certificate of Existence or Authority is a certificate stating that an entity exists and is in good standing with the Secretary of State’s Office and can be requested through the Business Entities Online Document Request system found at www.sos.sc.gov .)	Yes, submitted by email to specialtylicensing@doi.sc.gov <input type="checkbox"/>
Financial Responsibility	Section 38-51-30	Every administrator shall file and maintain with the Department a surety bond in favor of the State executed by a surety company authorized to transact business in this State. In lieu of a bond, the administrator may file with the Department letters of credit, certificates of deposit, or a	Yes, submitted by email to specialtylicensing@doi.sc.gov <input type="checkbox"/> *If the surety bond or letter of

		corporate guaranty.	credit is continuous, please submit letter showing it is still inforce
Financial Statements	Section 38-51-20	Provide annual financial statements or reports for the two preceding calendar years, and any other documents that the director or his designee may require to provide financial stability.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Current Officer List	Section 38-51-20	Provide current list of officers/owners/directors	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Biographical Affidavit	Section 38-51-20	Provide biographical affidavits for all officers/owners/directors on the officer list	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Copy of any Written Agreement Templates only	Section 38-51-40	Written agreements must contain the provisions set forth in the S.C. Code of Laws, as amended. Provide a copy of the written agreement template you plan to use.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
SCDOI Official Use Only:			
Date Received: _____ Reviewer Name: _____ Reviewer Signature: _____			
Final Decision: Approved Denied Incomplete Issued: _____ Date Review Completed: _____			

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