

Insurance Administrator (TPA) Renewal Application Checklist

Company Name: _____ Date of Submission: _____

License Number: _____ Primary Contact Person: _____

Primary Contact Email: _____ Primary Contact Phone: _____

The renewal period for the Insurance Administrator (TPA) license will start on December 1st and close on March 1st of each year. The online application, licensing fee, and required documents listed below must be legible, contain accurate information, be completed fully on updated forms, and submitted by March 1st. 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 renewal 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 March 1st, your renewal application will be rejected. If your license lapses, you may not conduct any Insurance Administrator (TPA) business until your license is reinstated/active.

We recommend applying early to allow sufficient time to address any potential issues and to prevent a lapse in your license and the incurrence of reinstatement and penalty fees.

Please be aware that we will send all correspondence regarding this application 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 Renewal Application on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Licensing Fee	Section 38-51-20	Pay the license renewal fee of \$100.00 on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Renewal Application Additional Questionnaire Form	Section 38-51-20	Complete Renewal Additional Questionnaire Form	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Premiums Collected and/or Claims Payable	Section 38-51-20	For each insurer, provide the total premiums collected or managed, and the total claims paid or payable by the administrator. (South Carolina business only)	Yes – provided on renewal questionnaire and submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov

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 <small>*(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.)</small>	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
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 corporate guaranty.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov *If the surety bond or letter of 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 preceding calendar year, 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	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Biographical Affidavit	Section 38-51-20	Only provide biographical affidavits for new officers which have not already been submitted	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
List of Written Agreements	Section 38-51-40	Provide a list of ALL insurers (self and fully insured), multiple employer plans, PBMs, and other entities the Insurance Administrator (TPA) has a written agreement with to provide services that cover residents in SC.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Copy of any new/revised Written Agreement Templates only	Section 38-51-40	Only provide new or revised written agreement templates which have not already been submitted	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov or None to submit <input type="checkbox"/>
SCDOI Official Use Only:			
Date Received: _____ Reviewer Name: _____ Reviewer Signature: _____			
Final Decision: Approved Denied Incomplete Issued: _____ Date Review Completed: _____			

