

Premium Service Company 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 the 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 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 documentation, your application will be rejected. You may not conduct any Premium Service business until all requirements have been met, and your license is approved.

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 38-39-20	Complete Initial Application on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Licensing Fee	Section 38-39-20	Pay the initial license fee of \$1000.00 on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Initial Application Additional Questionnaire Form	Sections 38-39-20 & 38-39-30	Complete Initial 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 38-39-30 (3) & Regulation 69-10 (9)	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"/>

Corporate Formation	Section 38-39-30(2)	Submit Corporate Formation Documents	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Proof of Premium Service Business Background		Provide statement explaining your experience, training, education and qualifications in conducting Premium Service Business.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Financial Responsibility	Section 38-39-30 (4)	The business entity must have on deposit with the Department a surety bond of fifty thousand dollars or have proven financial responsibility by depositing with the Department acceptable securities of fifty thousand dollars. Select one and attach: Surety Bond Deposit of Securities	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov <i>*If the surety bond is continuous, please submit letter showing it is still in force</i>
Financial Statements	Section 38-39-20 Section 38-39-30	Provide annual financial statements or reports for the preceding calendar year, and any other documents that the director or his designee may require to prove financial stability.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Current Officer List	Section 38-39-20 Section 38-39-30	Provide current list of officers/directors/owners listed on the officer list.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Biographical Affidavit	Section 38-39-20 Section 38-39-30	Must provide biographical affidavits for ALL officers/directors/owners of the company.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Premium Service Agreements and/or Rates and Forms	Sections 38-39-70, 38-39-80, 38-39-90 & 38-39-110. Regulation 69-10 (13-27)	Premium Service Agreement, Rates and Forms (including Maximum Rate Schedule) are attached and in compliance with the provisions set forth in the S.C. Code of Laws and Regulations as amended.	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: _____