

Premium Service Company Renewal Application Checklist

Company Name: _____

Date of Submission: _____

License Number: _____

Primary Contact Person: _____

Primary Contact Email: _____

Primary Contact Phone: _____

The renewal period for Premium Service Company (PSC) licenses will start on December 1st and close on March 1st of **each even 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 Premium Service Company (PSC) 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	South Carolina Code Reference	Description of Requirement	Requirement Completed
NIPR Application	Sections 38-39-20 & 38-39-30	Complete Renewal Application on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Licensing Fee	Section 38-39-20	Pay the license renewal fee of \$1000.00 on NIPR.com	Yes – on NIPR.com <input type="checkbox"/>
Renewal Application Additional Questionnaire Form	Sections 38-39-20 & 38-39-30	Complete Renewal 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 <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 38-39-30 (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>
Annual Statement	Section 38-39-30 (a) & Regulation 69-10 (28)	Completed and Attached Annual Statement.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Current Officer List	Sections 38-39-20 & 38-39-30	Provide current list of officers.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
Biographical Affidavit	Sections 38-39-20 & 38-39-30	Must provide biographical affidavits for ALL officers/directors of the company.	Yes, submitted by email to <input type="checkbox"/> specialtylicensing@doi.sc.gov
New/Revised 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)	New or Revised Premium Service Agreements, Rates and Forms (including Maximum Rate Schedule) are compliant 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 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: _____