



## RISK PURCHASING GROUP (RPG) REQUIREMENTS

Each foreign and domestic Risk Purchasing Group (RPG) intending to transact business in the state of Delaware must register with the Delaware Department of Insurance.

When registering, an RPG must provide the Delaware Department of Insurance with the following:

1. Completed NAIC Uniform Registration Form (attached).  
Include the following information:
  - Name, address, zip code, phone number and state of domicile of RPG.
  - Federal Employer's Identification Number (EIN). *[if applicable]*
  - Mailing address and contact person for the RPG (if different than physical address)
  - Type of insurance to be provided and the nature of the business of RPG members.
  - Name, EIN, NAIC #, and state of domicile of each insurance company providing coverage for the RPG or its members.
2. Completed Service of Process Appointment (NAIC Uniform Registration Form 12, Parts A & B)  
**NOTE:** The Insurance Commissioner of the State of Delaware should be appointed as an agent for service of process.
3. Certificate of Compliance from domicile state.
4. Certificate/Articles of Incorporation and any amendments.
5. Plan of Operations, Formation documents, and/or Bylaws certified by RPG officer.
6. Payment of \$150.00 registration application fee.

**Mail all required documents to:**  
Delaware Department of Insurance  
Attn: Premium Taxes  
1351 West North Street, Suite 101  
Dover, Delaware 19904

Purchasing groups must obtain insurance from companies licensed in the State of Delaware, or from surplus lines companies approved in Delaware. Information about a company's status may be obtained from the "Active Companies" section of Company Regulation website.

Any person acting, or offering to act, as an agent or broker for an RPG must be properly licensed in his or her home state. If the insurance source of an RPG is a surplus lines company, the coverage must be procured through a Delaware licensed surplus lines broker (resident or non-resident).

All registered Purchasing Groups must file the Premium Tax and Annual Renewal Form and pay a \$150.00 renewal fee, regardless of premium volume or tax liability. This form and payment are due on or before March 1<sup>st</sup> annually. The Department does not mail forms or reminders. It is the RPG's responsibility to obtain the form each year from the Department's website.

Purchasing Group regulation is one of the functions of the Tax Section of the Department. All correspondence, including registration applications, changes and updates, payments and forms, etc., should be submitted to the attention of the Tax Section. Questions should be sent via email to [DOI\\_tax@delaware.gov](mailto:DOI_tax@delaware.gov).