



REINSURANCE INTERMEDIARY LICENSE APPLICATION CHECKLIST

1. Completed Uniform Application.
2. Certificate of Incorporation, Certified by Secretary of State.
3. Certificate of Authority/License, Certified by Home State Insurance Department.
4. **Documentary evidence of separate fiduciary accounts of each reinsurer represented in a bank which is a qualified U.S. financial institution (Chapter 16 § 1607 (3)).**
5. Copy of Active Status of Producer License in State of Delaware or a Notarized affidavit attested by one of its principal officers that its domestic state's laws and regulations are substantially similar to Delaware's laws and regulations governing Reinsurance Intermediary Broker/Reinsurance Intermediary Manager (Chapter 16 § 1603 (a)(2); (b)(2)).
6. Broker/Manager Authorization Contract Sample.
7. **All members, designated employees shall be named in the application (Chapter 16 §1603 (d)(1))**
8. Biographicals – principal Officers/Directors.
9. Form 12 – Uniform Consent to Service of Process.
10. Audited Financial Report (showing two (2) years positive equity).
11. Application Fee \$100.00, subject to Retaliatory Tax.
Make Check Payable to the Delaware Department Of Insurance.
12. Annual Renewal – March 1st.
Annual Renewal Fee - \$50.00 (Please submit with a cover letter on letterhead).

Questions, please contact:
DOI_Berg@state.de.us