



TPA Checklist ([Reg. 1406](#))
Non-Resident Administrator License

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<input type="checkbox"/>	1. Template/draft of written agreement between the TPA (Administrator) and the Insurer.
<input type="checkbox"/>	2. Applicant Administrator must file a copy of the Uniform Application.
<input type="checkbox"/>	3. A letter of certification or a copy of the non-resident administrator's home state license.
<input type="checkbox"/>	<p>4. The applicant must file an 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 Third Party Administrators. (Reg.1406, 14.2). The signature of the Officer must be notarized.</p> <p>If the applicant administrator is unable to provide such an affidavit the checklist relevant to domestic administrators shall be used.</p> <p>If the TPA's State of Incorporation or principal place of business does not have regulations pertaining to Third Party Administrators, the Administrator is required to file as a Delaware domestic.</p>
<input type="checkbox"/>	5. The last two years of Audited Financial Statements of the applicant administrator attesting to the Solvency of the company applying (Positive Net Equity).(Reg. 1406, 14.6)
<input type="checkbox"/>	6. UCAA Form 12 (Uniform Consent to Service of Process).
<input type="checkbox"/>	7. Other items as required by the Delaware Insurance Department. (You will be notified if any other items are required).
<input type="checkbox"/>	8. Pursuant to 1406, 17.1 remittance of \$500 application fee made payable to the Delaware Department of Insurance. If approved, a \$100.00 invoice will be sent for the issuance of the certificate of authority fee.

The Administrator is exempt from regulation 1406, if the Administrator's plan pertains to less than 100 lives. An affidavit indicating the Administrator represents 100 or less lives must be submitted to be eligible for exempt status. If at any time, the number represented should exceed 100 lives, the Administrator must notify the Department and complete the application for a licensed TPA.

Note: Annual Renewal due on or before July 1st annually:
Nonresident administrators shall annually file a certificate of authority, certificate of Good Standing or certified license, showing that the administrator remains active and has not been revoked or suspended by its home state during the preceding year.