



**REINSURANCE INTERMEDIARY LICENSE
APPLICATION CHECKLIST**

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<input type="checkbox"/>	1. Completed License Application
<input type="checkbox"/>	2. Pursuant to 18 Del. C. §1603(d)(1) : Any Reinsurance Intermediary license issued to a firm, association, or corporation <i>will authorize all the members of such, and any designated employees to act as reinsurance intermediaries under the license. All members and designated employees shall be named in the application</i>
<input type="checkbox"/>	3. Certificate of Incorporation, Certified by Secretary of State
<input type="checkbox"/>	4. Certificate of Authority/License, Certified by Home State Insurance Department
<input type="checkbox"/>	5. Documentary evidence of separate fiduciary accounts of each reinsurer represented in a bank which is a qualified U.S. financial institution (18 Del. C. §1607(3))
<input type="checkbox"/>	6. Copy of <i>Active Status</i> 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 (18 Del. C. § 1603 (a)(2); (b)(2)).
<input type="checkbox"/>	7. Broker/Manager Authorization Contract sample
<input type="checkbox"/>	8. NAIC Form 11 - biographical affidavits for principal officers and directors
<input type="checkbox"/>	9. UCAA Form 12 (Uniform Consent to Service of Process)
<input type="checkbox"/>	10. Audited Annual Financial Statements for the two (2) most recent fiscal years, that demonstrate the positive equity. 18 Del. C. §1610(a)
<input type="checkbox"/>	11. \$250 Application Fee, subject to Retaliatory provision Make Check payable to Delaware Department of Insurance

Note:

- Licensed attorneys-at-law of this State, when acting in their professional capacity as such, shall be exempt from [18 Del. C § 1603](#) - Licensure.
- Annual Renewal – March 1st

Questions, please contact berg@delaware.gov