

STATE OF MONTANA
COMMISSIONER OF SECURITIES AND INSURANCE
OFFICE OF THE STATE AUDITOR
840 HELENA AVENUE, HELENA MT 59601 - 406-444-2040

RENEWAL OF ADMINISTRATORS CERTIFICATE OF REGISTRATION

Pursuant to Section 33-17-603(3), Montana Code Annotated, the current certificate of registration issued to your company must be **renewed annually on or before July 1**. To renew the license, please complete and return the following renewal form with the \$100 required fee including financial statements, postmarked on or before July 1. Please note that this office will only accept a renewal form executed by an officer of the company.

Items required for renewal:

- Completed renewal form (page 2).
- \$100 fee.
- Financial statements: Audited financial statements of the most recent calendar or fiscal year-end. If audited financial statements are not available, please enclose an internally generated balance sheet and income statement attested to by a company officer. Include an explanation as to why the entity is not annually audited by independent accountants. **The company's license will not be deemed as renewed without satisfactory review of this financial information.**

Administrator certificates are continuous in form. Therefore, new certificates will **not** be reissued upon receipt of renewal fee and documentation. Failure to supply the above-requested items by the stated deadline may result in revocation of the Montana Certificate of Registration. Should the company request a confirmation of the renewal, please send a stamped self-addressed envelope, along with a copy of the renewal request.

All insurance companies for which each administrator provides services in Montana are noted in our database. This database is used by all divisions of the agency and may affect filings submitted in other divisions. Consequently, please provide a complete and current listing of all insurance companies, their NAIC #, and the type of policies being administered on the enclosed renewal form or attach a list.

If you have any questions concerning the renewal of your certificate, feel free to contact the Examinations Bureau.

Cheryl Donovan
Insurance Examiner

