



**COMMONWEALTH OF PENNSYLVANIA  
INSURANCE DEPARTMENT**  
Office of Corporate and Financial Regulation  
1345 Strawberry Square  
Harrisburg, PA 17120  
Telephone (717) 783-2735 Fax (717) 787-8557  
[www.insurance.state.pa.us](http://www.insurance.state.pa.us)

### **Decrease in Authorized Lines of Insurance of a Domestic Insurer**

The Pennsylvania Insurance Department requires the following documents to process the above request:

1. A filing fee of \$300.00, please make the check payable to "Commonwealth of Pennsylvania".
2. A copy of the resolution by the Board of Directors which authorizes the authority reduction, this should be certified by the Corporate Secretary.
3. A copy of the acceptance of the Board resolution by the shareholders, this should also be certified by the Corporate Secretary.
4. A justification for the requested reduction.
5. Plan for service of current policies.
6. A draft copy of any amendment to the Articles of Incorporation which may prepared for filing with the Pennsylvania Department of State, Corporations Bureau.
7. Please note that a decrease in underwriting filing will require a thirty day notification in the *Pennsylvania Bulletin* (the Department will submit the notification for publication).

Additional documents may be required after review of the these materials. Applicants should allow up to 90 days from date of submission for such filings to be processed.

Please be advised that the filing of the listed materials is not to be construed as approval by the Pennsylvania Insurance Department of the instant transaction. The contemplated transaction requires specific written approval by the Department. Consummation by the parties prior to obtaining such approval may result in the imposition of significant civil penalties.