

APPLICANT'S NAME: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

**VIATICAL SETTLEMENT PROVIDER LICENSE RENEWAL ADDENDUM**

**INSTRUCTIONS**

**To renew your viatical settlement provider's license:**

- 1) Verify the name and license number on the License Renewal Notice.
- 2) Attach a completed biographical affidavit for each new individual who will be acting as a viatical settlement provider on behalf of the licensee.
- 3) Return the following, by the date specified, to the address on the License Renewal Notice: this renewal addendum and copies of the following documentation, as applicable:
  - a) new amendments to (i) Articles of Incorporation, (ii) Partnership Agreement, or (iii) Articles of Organization,
  - b) certified copy of Certificate of Good Standing from the applicant's state of incorporation and domicile (if different than state of incorporation),
  - c) certified copy of any new Fictitious Name Filing from Pennsylvania Department of State,
  - d) certified copy of any changes to Pennsylvania Department of State form PA-100,
  - e) an organizational chart showing relationship with all affiliates, if there have been any changes since last licensure
  - f) evidence of a surety bond in the amount of not less than \$100,000,
  - g) a CPA report on the applicant that is not more than one year and 120 days old,
  - h) an unaudited financial statement for the most recent quarter,
  - i) any amendments to the detailed Plan of Operation within Pennsylvania,
  - j) a certification of implementation of an antifraud plan meeting the requirements of section 10(g) of the Viatical Settlements Act,
  - k) notice of any penalty or fine paid to this Department or the Insurance Department of any other state or providence of Canada,
  - l) notice of any license refused, suspended or revoked by this Department or the Insurance Department of any other state or providence of Canada,
  - m) notice of any change to the agent for Service or Process in Pennsylvania, including such agent's address and telephone number, and
  - n) each application for license renewal shall be accompanied by a non-refundable fee in the amount of \$300.
- 4) We no longer mail licenses. Print a copy of your renewal license from our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov) (click the Services for Producers & Other Licensees link on the left hand side of the home page and then click the Print Your License link).

**MANDATORY APPLICANT'S CERTIFICATION**

I do hereby certify under penalty of perjury that the foregoing statements and information are true and correct and any license issued in consequence hereof shall be contingent upon the truth of these statements. Furthermore, I confirm that I understand fully the insurance laws and regulations of Pennsylvania regarding viatical settlement provider activity. **(Note: False statements may result in criminal penalties, administrative enforcement action, or all of the aforementioned.)**

\_\_\_\_\_  
Applicant/Officer/Partner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Officer/Partner Name (printed or typed)

\_\_\_\_\_  
Applicant/Officer/Partner Title (printed or typed)