



REQUIREMENTS FOR ADMISSION TO TRANSACTION BUSINESS AS AN INSURANCE PREMIUM FINANCE COMPANY IN VIRGINIA

A corporation must obtain a License (issued by the Bureau of Insurance) and a Certificate of Authority (issued by the Clerk of the State Corporation Commission) in order to transact business as a premium finance company in Virginia. In seeking license approval, the applicant needs to submit all items listed under the heading PART I: INITIAL FILINGS to the Virginia Bureau of Insurance, P. O. Box 1157, Richmond, Virginia 23218.

PART I: INITIAL FILINGS

Please read the following filing requirements carefully so that all papers are properly prepared and submitted at one time. All necessary blank forms are enclosed. Except for requisite signatures, all statements must be printed or typed. If additional space is required to complete any statement, an addendum should be attached. All schedules must be filled out; write "none" or "not applicable" where appropriate. Regarding Virginia's overall requirements, each applicant should review [Chapter 47 of Title 38.2](#) of the Code of Virginia and [14 VAC 5-390-10](#). These requirements can be found on our website at the following address:

<http://www.scc.virginia.gov/division/boi/webpages/boiinsurancecolicprocedures.htm>.

1. Application Form

- a) Partnerships and individual proprietorships must complete form VAPF 1; corporations must complete form VAPF 1(A). Each license application must be completed in its entirety and properly executed under oath.
- b) Each application must be accompanied by a certified or cashiers check made payable to the *Treasurer of Virginia* in the amount of \$500.00.

2. Individual Questionnaires

Biographical affidavits must be completed. The most current version of the NAIC Biographical Affidavit may be accessed through the NAIC's website at the following address: http://www.naic.org/documents/industry_ucaa_form11.pdf.

Affidavits must be current and not be signed by the affiant more than one year prior to the date the initial filing is submitted. Background Reports are not required. The following persons must complete NAIC Biographical Affidavits:

- i) the owner of an individual proprietorship
- ii) each partner of a partnership
- iii) each officer, director, and stockholder owning 10% or more of any class of outstanding stock.

3. Financial Statements

- a) Each applicant must complete and submit a current financial statement on form VAPF3 showing the company's financial condition as of the close of the last preceding calendar quarter.
- b) In addition to form VAPF3, an established company must complete and submit an [Annual Statement](#) showing last year's operations as well as the company's financial condition as of the end of the preceding calendar year.

4. Surety Bond

A surety bond (form VAPF4) in the amount of \$50,000 must be executed and filed with the Bureau of Insurance. The surety's power of attorney must also be filed.

5. Approval of Forms

- a) The company shall file the following forms in duplicate for approval:
 - i) Insurance Premium Finance Contract and any forms amending the contract
 - ii) Notice of Overdue Payment or Intent to Cancel
 - iii) Notice of Cancellation
- b) All forms used by the insurance premium finance company for delivery or mailing to a customer or an insurer shall be printed in 8-point type or greater and must disclose the following:
 - i) The name of the licensee exactly as it appears on the license, provided that a licensee may use a legally filed assumed or fictitious name.
 - ii) The address of the licensee, except that the forms shown in 5 a) shall include the street address.
 - iii) The telephone number of the licensee.
- c) All forms must comply with the requirements of Chapter 47 of Title 38.2 of the Code of Virginia and 14 VAC 5-390-10, et seq. No licensee shall make use of any form required to be filed that has not been given final approval.

