



Compliance Division
Arkansas Insurance Department
1 Commerce Way, Suite 502
Little Rock, AR 72202



Advisory Organization License Renewal Checklist

The Arkansas Insurance Department does not require a formal application. Instead, submission of the documents outlined in this checklist will constitute your application.

**The renewal fee and required documents are due before January 1st EVERY YEAR.
If not renewed, the license expires December 31st EVERY YEAR.**

Submit a formal letter of request on behalf of the organization, specifying the type(s) of insurance the organization is seeking to renew its license for authorization to transact business within the State of Arkansas.

Pursuant to Arkansas Code § 23-61-401(2)(B), a non-refundable license renewal fee of \$200 must accompany this request to continue as a licensed advisory organization in the State of Arkansas.

Payment must be made by check payable to the “Arkansas Insurance Department Trust Fund”.

The check must be mailed to:

**Arkansas Insurance Department Trust Fund
Attn: Compliance Division
Commerce Department
1 Commerce Way, Suite 502
Little Rock, AR 72202**

Provide a current list of the organization’s members and subscribers.

Submit the following contact information:
Contact person name, address, city, state, zip code, phone number, and e-mail address.

Submit a list of any agents who in the previous licensed period received notice(s) and/or legal process from the Arkansas Insurance Department.

REVIEW THE FOLLOWING INFORMATION.

It is only required to submit updates for the information listed below that changed during the previous licensing period.

Organizational Documentation: Provide a copy of your constitution, charter, articles of organization, articles of incorporation, or any formal agreement or association documents.

Provide a copy of the by-laws, and other rules governing the conduct of your business.

Submit an organizational chart.

Provide a plan of operation with a summary of the organizations business plan.



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Submit a statement of qualifications attesting to the technical qualifications for acting in the capacity for which a license is being sought.

Submit the name and address of one (1) or more residents of this state who will serve as the contact to receive notices, processes, or orders of the commissioner that may be served.

Provide a certificate of good standing from the Arkansas Secretary of State.

Provide a certificate of compliance certified by the state of domicile.

Submit the following contact information:

Company physical location, address, city, state, zip code, phone number, and e-mail address.

Company mailing address, city, state, and zip code.

Pursuant to Arkansas Code § 23-67-214(F)(2) Every organization which has filed for a license shall notify the commissioner of every material change in facts or in the documents on which its application was based. Any amendment to the documents filed under this section shall be filed at least (30) days before it becomes effective.

If the commissioner finds that the natural persons through whom it acts are competent, trustworthy, and technically qualified to provide the services proposed and that all requirements of the law are met, the commissioner shall issue a license specifying the authorized activity of the applicant.

The commissioner shall not issue a license if the proposed activity would tend to create a monopoly or to lessen substantially the competition in any market.

The renewal documents can be lengthy so they may be emailed to: AID.CD@arkansas.gov or to johnny.flippo@arkansas.gov. Any questions can be submitted by e-mail or call 501-371-2800 for assistance.

If approved, the renewal license will be e-mailed to the designated contact person for the advisory organization. If an original license is required please send a request along with a self-addressed postage paid envelope.

A license issued under Arkansas Code § 23-67-214 remains in effect until it is withdrawn, suspended, or revoked provided the advisory organization annually:

- A) Pays the renewal fee before January 1st every year, per Arkansas Code § 23-61-401, and
- B) Submits a written request with the documentation required for renewal of the license for the next calendar year.