



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



Advisory Organization Name Change Request Checklist

The Arkansas Insurance Department does not require a formal document to request a name change of an organization. Instead, submission of the documents outlined in this checklist will constitute as an official request.

- Submit a formal letter requesting the change of the current advisory organization's name to your proposed new name. The letter should also include a request for authorization for the newly named organization to continue conducting business in the State of Arkansas under the existing license issued to the former organization.
- In order to maintain the license held by the former advisory organization, the new advisory organization must retain and use the same FEIN. If the same FEIN number is not retained the advisory organization must submit a request for a new license.
- No fee is required for submitting a name change request.
- 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.
- 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 current list of the organization's members and subscribers.
- 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.
Contact person name, address, city, state, zip code, phone number, and e-mail address.



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If the commissioner finds that the natural people through whom it acts are competent, trustworthy, and technically qualified to provide the services proposed and that all requirements of

the law is 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 requested 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 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.