



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



Advisory Organization New License Checklist

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

- Submit a formal letter of request on behalf of the organization, specifying the type(s) of insurance the organization is seeking authorization to transact within the State of Arkansas.
- Pursuant to Arkansas Code § 23-61-401(E), a non-refundable license fee of \$500 must accompany this request to become 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**

- 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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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 document 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 application documents are often 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.