

Third-Party Administrator Initial Application Checklist

Date of Submission: _____

Company Name: _____

Primary Contact Number: _____

Primary Contact Name: _____

Primary Contact Email: _____

* Complete this form and submit with required documents.

Requirement	Code Reference	Description of Requirement	Requirement Complete	
NIPR Application		Complete Initial Application on NIPR.com	Yes	No
Licensing Fee	Section 38-51-20	Initial license fee is \$100.00 annually	Yes	No
Application Additional Questions Form	Section 38-51-20	Complete Initial Additional Questionnaire Form	Yes	No
Certificate of Authority		Provide Certificate of Authority from SC Secretary of State.	Yes	No
Financial Responsibility	Section 38-51-30	Every administrator shall file and maintain with the department a surety bond in favor of the state executed by a surety company authorized to transact business in this State. In lieu of bond, the administrator may file with the department letters of credit, certificates of deposit or a corporate guaranty.	Yes	No
Financial Statements	Section 38-51-20	Annual financial statements or reports for the two preceding calendar years, and any other documents that the director or his designee may require.	Yes	No

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List of Officers/Directors & Biographical Affidavits		Provide a list of officers/directors and completed Biographical Affidavit Forms for all Officers and Directors of Company.	Yes	No
Written Service Agreement	Section 38-51-40	Written Service Agreements must obtain the provisions set forth in the S.C. Code of Laws, as amended.	Yes	No

SCDOI Official Use Only:				
Date Received: _____	Reviewer Name: _____	Reviewer Signature: _____		
Final Decision: (Circle one) Approved Denied Incomplete	License Number Issued: _____	Date Review Completed: _____		