

## Third-Party Administrator Renewal Application Checklist

Company Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

\* Complete this form and submit with required documents.

Requirement	Code Reference	Description of Requirement	Requirement Complete	
NIPR Application		Complete Renewal Application on NIPR.com	Yes	No
Licensing Fee	Section 38-51-20	Renewal license fee is \$100.00 annually	Yes	No
Application Additional Questions Form	Section 38-51-20	Complete Renewal Additional Questionnaire Form	Yes	No
Premiums Collected and/or Claims Payable		For each insurer, provide total premiums collected or managed, and the total claims paid or payable by the administrator. (South Carolina business only).	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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Updated Officer List & Biographical Affidavits For New Officers		Provide a list of current officers. Provide a completed Biographical Affidavit Form for any <i>new</i> Officers and Directors of Company	Yes                  No
Listing of Written Service Agreements	Section 38-51-40	Provide list of all insurers the TPA has a written agreement with and submit any new/revised written agreements.	Yes                  No
<b>SCDOI Official Use Only:</b>			
Date Received: _____		Reviewer Name: _____	Reviewer Signature: _____
Final Decision: _____		Date Review Completed: _____	
(Circle one)    Approved                  Denied                  Incomplete			