

Name Change Filing Requirements – Premium Finance Applicant (SCHEDULE C)

THE FOLLOWING DOCUMENTS ARE SUBMITTED AS REQUIRED (INDICATE BY CIRCLING LETTER):

- A. Premium Finance Supplemental Application ([FIN161 Form PF1A](#));
- B. List of Principals ([FIN164 Form PF2](#));
- C. Current premium finance company license;
- D. Appointment of Statutory Agent and Consent to Service ([FIN168 Form PF6](#));
- E. A copy of the notice to be mailed to all insureds notifying of the change of name. This notice must be approved by the Texas Department of Insurance prior to mailing and must include the old name, proposed new name, effective date, physical address, mail address and phone number;
- F. [Current franchise tax certificate of good standing](#) or letter of exemption issued by the Texas Comptroller of Public Accounts (**CORPORATIONS ONLY**).
- G. A copy of the amendment to the Articles of Incorporation or Organization complete with original certification from the office of the Secretary of State or the equivalent office in other states (**corporations only**).
- H. A certified copy of amendment to the By-Laws (**corporations only**).
- I. A certified copy of the resolution minutes authorizing the name change (**corporations only**).
- J. Certified Copy of amended Assumed Name Certificate as on file with County Clerk(s) and/or Secretary of State (**sole proprietorship and partnership must file, corporation must file only if using a name other than their corporate name**).
- K. A certified copy of the amendment to the Partnership Agreement authorizing the name change (**partnership only**).