



**ATTORNEY-IN-FACT CHANGE CHECKLIST
for
RECIPROCALs**

NOTE: All documents MUST contain signatures and notarizations where appropriate. Documents requiring certification must contain signatures and certifications from the Insurance Department or regulatory authority of the company's state of domicile.

1. Amended or Restated Articles of Association certified by the state of domicile
2. Form A-212, TDI Form FIN367 (obtain a copy by calling 512-676-6385)
- ___ 3. Copy of Subscribers Agreement reflecting new name of Attorney-in-Fact
- ___ 4. Return Original Certificate of Authority
- ___ 5. Attorney for Service of Process Form ([NAIC UCAA Form 12](#))
- ___ 6. Filing fee of \$125.00 for Amended Articles of Association or \$250.00 for Restated Articles of Asspciation

INCOMPLETE APPLICATIONS IMPEDE TIMELY REVIEW BY THE DEPARTMENT, THEREFORE, IT IS EXTREMELY IMPORTANT THAT APPLICATIONS ARE COMPLETE. SUBMIT A COMPLETE FILING TO THE TEXAS DEPARTMENT OF INSURANCE, COMPANY LICENSING AND REGISTRATION OFFICE, MC 103-CL, P. O. BOX 149104, AUSTIN, TX 78714-9104. FOR QUESTIONS OR MORE INFORMATION, CALL (512) 676-6385.

THESE GUIDELINES ARE GENERAL IN NATURE AND DO NOT SUPERCEDE STATUTE OR REGULATION. THEY ARE NOT INTENDED TO BE ALL INCLUSIVE AND ADDITIONAL DOCUMENTATION MAY BE REQUESTED.