TEXAS DEPARTMENT OF INSURANCE
Financial Regulation Division - Company Licensing and Registration (103-CL)
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TEXAS WORKERS' COMPENSATION SELF-INSURANCE GROUP (SIG) MOVEMENT OF BOOKS AND RECORDS CHECKLIST

A Self-Insurance Group (SIG) may request to move its books and records out of Texas pursuant to 28 Texas Administrative Code §5.6409(b), but must maintain them within the Unites States of America and its territories at all times.

The SIG must provide the Texas Department of Insurance with written notice before the SIG moves its books and records. The written notice must contain the following:

☐ SIG Notification Form (FIN468)

☐ Written notice signed by both the SIG and its Administrator/service company. The written notice should set out the following:

- The specific address outside the State of Texas where the SIG's books and records will be located;
- Identification of the types of books and records that will be located outside the State of Texas, including those that will be maintained in an electronic format;
- If applicable, identification of the vendor of a leased or purchased software or electronic platform who will provide services to the Group related to the maintenance of the Group's books and records; and
- If applicable, provide the Group's continuity plan in the event of cancellation or termination of the arrangement with a vendor, as identified by the Group, noted above.