



Custodian Change Checklist for Securities on Deposit

This checklist is for a transaction where the custodian changes. The securities can be substituted or stay the same.

- ❑ A cover letter on company letterhead explaining the transaction being submitted. Include the company and custodian contact information (name, telephone number and email) for both custodian contacts, if applicable. If you are expecting a wire of proceeds from the Texas Treasury Safekeeping Trust, specify where the withdrawn/matured securities should be delivered/wired. If you are electing the Texas Treasury Safekeeping Trust as your custodian, provide wiring instructions for where any or all interest payments will be submitted.
- ❑ [Statutory Deposit Transaction Form \(FIN407\)](#). Include the name of the new custodian and previous custodian.
- ❑ Safekeeping Receipt. The receipt should reflect the new custodian, be prepared on bank letterhead and contain the signature of issuer. The receipt must give a detailed description of the security (CUSIP/Identification no., rate, maturity date, par value/amount) and indicate that it is pledged to the Texas Department of Insurance.
- ❑ Form Establishing Pledged Deposit. Lloyd's use [Joint Control Agreement \(FIN450\)](#). Other insurers, use [Declaration of Trust \(FIN453\)](#). These forms must be executed by all parties and notarized where appropriate. Indicate the statutory reason for your deposit.

If the deposit is held under Texas Insurance Code Ch. 481 as a voluntary deposit for a Texas domestic insurer or held on behalf of another state/jurisdiction, attach an addendum or document setting forth (1) name of the state(s)/ jurisdiction(s) relying upon the voluntary deposit, and (2) note whether it is for all policyholders, creditors, policyholders and creditors, or policyholders or creditors.

- ❑ If applicable, provide a copy of Texas Department of Insurance name change or merger approval – this does not need to be certified.
- ❑ \$50.00 filing fee. Include "Custodian Change" and company name on the check's description line. Submit the [Statutory Deposit Transmittal Form \(FIN406\)](#) with your check.

Submit a complete filing to: SDFilings@tdi.texas.gov & mail check with statutory deposit fee transmittal form to:

Texas Department of Insurance
Company Licensing and Registration MC103-CL
333 Guadalupe, Austin, TX 78701