

Ownership Change Filing Requirements – Premium Finance Applicant (SCHEDULE D)

When there is a change in ownership of a premium finance company, the new owner shall submit the following (NOTE: OWNERSHIP IN A CORPORATION IS DEFINED AS HAVING 10% OR MORE STOCK IN A CORPORATION):

- A. Premium Finance Supplemental Application ([FIN161 Form PF1A](#));
- B. List of Principals ([FIN164 Form PF2](#));
- C. Questionnaire – Premium Finance Applicant ([FIN165 Form PF3](#));
- D. Biographical Affidavit – Premium Finance Applicant ([FIN166 Form PF4](#)) on all **NEW** individuals named on **FIN164** Form PF2;
- E. List of Other States of Licensure ([FIN167 Form PF5](#)).
- F. Appointment of Statutory Agent and Consent to Service ([FIN168 Form PF6](#));
- G. Financial statement;
- H. \$200.00 investigation fee;
- I. A copy of the contract of sale establishing refund and fee liability;
- J. A copy of the resolution minutes authorizing the change of ownership (**corporations**);
- K. [Current franchise tax certificate of good standing](#) or letter of exemption issued by the Texas Comptroller of Public Accounts (**CORPORATIONS ONLY**);
- L. Partnership Agreement (**partnership only**);
- M. Certified copy of amended assumed name certificate as on file with County Clerk (**sole proprietorship/partnership only**);

If the change in ownership of a premium finance company **results in no new owners**, the following requirements **may be omitted**:

- Premium Finance Application Questionnaire (**FIN165** Form PF3).
- Biographical Affidavit (**FIN166** Form PF4) on all **NEW** individuals named on **FIN164** Form PF2.
- \$200.00 investigation fee.