


## Checklist for Custodian Change for Securities on Deposit

**You must submit the following documents to change the custodian of a security on deposit. The securities can be substituted or stay the same.** Submit completed documents in the order listed below.

### ► Requirements

- 1. [Statutory Deposit Transaction Form \(FIN407\)](#).** Include the name of the new custodian (deposit) and previous custodian (withdrawal).  
  
If the deposit is held under Texas Insurance Code, Chapter 481, as a voluntary deposit for a Texas domestic insurer or held on behalf of another state or jurisdiction, indicate whether the deposit is for the benefit of all policyholders; policyholders and creditors; or policyholders or creditors on the FIN407 form.
- 2. Safekeeping Receipt** issued by bank, prepared on bank letterhead, and containing signature of issuer. The receipt must give a detailed description of the security (CUSIP / identification number, rate, maturity date, par value / amount) and indicate that it is pledged to the Texas Department of Insurance or Commissioner of Insurance. The receipt should reflect the new custodian.
- 3. Form Establishing Pledged Deposit.** Lloyds companies use [Joint Control Agreement for Lloyds \(FIN450\)](#). 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.
- 4. Name change or Merger documentation.** If applicable, include a copy of the Texas Department of Insurance name change or merger approval – this does not need to be certified.
- 5. 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 If you are expecting a wire of proceeds from the Texas Treasury Safekeeping Trust, specify where the withdrawn or matured securities should be delivered or wired. If you are electing the Texas Treasury Safekeeping Trust as your custodian, provide wiring instructions where any or all interest payments will be submitted.
- 6.  Email the complete filing to [SDFilings@tdi.texas.gov](mailto:SDFilings@tdi.texas.gov).**

### ► Questions?

Email us at [SDFilings@tdi.texas.gov](mailto:SDFilings@tdi.texas.gov) or call the Company Licensing and Registration Office at 512-676-6365.