

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF BUSINESS REGULATION INSURANCE
DIVISION**

REORGANIZATION/DEMUTUALIZATION

The following items must be submitted to this Division in order to effectuate a company's reorganization/demutualization:

- A copy of the Reorganization Plan, approved and certified by the domestic state's Insurance Department/Division
- A certified copy of the company's amended Articles of Incorporation and Bylaws, reflecting the change(s)
- A completed Information Update Questionnaire (available online at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/RIQuestionnaire.PDF>)

Upon receipt of the above material, we will process the change. All fees will be billed on a retaliatory basis upon completion of the amendment process.

If, in conjunction with the demutualization or reorganization, the company's name will also be changed, the company should also refer to procedures to follow in regard to that name change (available online at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/NameChange.PDF>).

Policy forms and/or rates previously approved for a non-surviving company may be filed for use in the surviving company, subject to the following instructions:

- **Life & Health Policy Forms and/or Rates:** See Filings of Previously Approved Policy Forms at <http://www.dbr.ri.gov/documents/divisions/insurance/foreign/PolicyFormsPrevOKd-Life.PDF>.

If additional information is needed on forms or rates, please contact the Life, Accident and Health Section of this Division, at (401) 462-9621.

- **Property & Casualty Policy Forms and/or Rates:** See Item E of Instructions for Property & Casualty Rate, Rule & Form Filings at http://www.dbr.ri.gov/documents/divisions/insurance/property_casualty/P&C_Rate_Rule_and_Policy_Form_Filing_Requirements.pdf.

If additional information is needed on forms or rates, please contact Paula Pallozzi, Chief of the Property & Casualty Section of this Division, at (401) 462-9616.

As to the relicensing of agents, RI adopted the Single License Procedure Act which precludes the necessity to re-appoint the company's agents when a company's name changes.

<p>Companies with questions regarding reorganization or demutualization filing requirements (not related to policy form or rate filings) should contact the department by phone directly to Jack Kearney at (401) 462-9626 or Julie Savoie at (401) 462-9566, by email at DBR.CompanyLicensing@dbr.ri.gov, or by fax at (401) 462-9602.</p>
