

APPLICATION FOR REGISTRATION AS A SERVICE CONTRACT PROVIDER

COMPANY INFORMATION	
1. Legal Name: DBA or fictitious names are not permitted under this registration. RCW 48.110.080(2)	
2. Domicile Address: Where the entity was legally formed.	
3. Physical Address:	
4. Mailing Address:	
5. Website URL:	
6. Federal ID Number (FEIN):	
7. Application Contact Person: Name, Phone, & Email Address required.	
8. Compliance Officer: Name, Phone, & Email Address required.	
9. Financial Statement Contact: Name, Phone, & Email Address required.	
10. Is the applicant a motor vehicle manufacturer, import distributor, publicly traded motor vehicle manufacturer, publicly traded import distributor, or a wholly owned subsidiary of a vehicle manufacturer or import distributor? <input type="checkbox"/> No - Proceed to #11. <input type="checkbox"/> Yes - Identify the business type below (check only one) and proceed to #14 . The applicant is exempt under RCW 48.110.902 and not required to provide additional documentation. <input type="checkbox"/> Vehicle manufacturer or import distributor. <input type="checkbox"/> Publicly traded motor vehicle manufacturer or publicly traded import distributor. <input type="checkbox"/> Wholly owned subsidiary of a motor vehicle manufacturer or import distributor.	

REQUIRED DOCUMENTATION	
11. Applicants who answered "No" to #10 are not exempt under RCW 48.110.902 and must provide the following documents. Please use the checkbox to indicate the enclosure of the information:	Relevant RCW
<input type="checkbox"/> A. All legal Formation Documents (such as Articles of Incorporation, Certificate of Formation, or LLC Certificate). Include all amendments.	48.110.030(2)(a)

<input type="checkbox"/> B. Internal Governance Documents (such as current By-Laws or Operating/Managing Agreement). Include all amendments.	48.110.030(2)(a)
<input type="checkbox"/> C. A current Certificate of Good Standing (Certificate of Registration or Certificate of Formation) issued by the Washington Secretary of State.	48.110.030(2)(a)
<input type="checkbox"/> D. A recent Certificate of Good Standing from the applicant's domiciliary Secretary of State.	48.110.030(2)(a)
<input type="checkbox"/> E. A completed Service of Process designation form located at the end of this application.	48.110.030(3)
<input type="checkbox"/> F. A complete external organization chart showing <u>all</u> affiliated entities, and the percentage of ownership of every company in the chart.	48.110.030(2)(a)
<input type="checkbox"/> G. A list of the names and official positions of each executive officer or officers directly responsible for the applicant's service contract business. Attach a completed Form 11 Biographical Affidavit for each person on the list.	48.110.030(2)(b) 48.110.030(4)
<input type="checkbox"/> H. Does the sale of service contracts exceed 50% of the applicant's gross revenue? <input type="checkbox"/> No – Proceed to #12. <input type="checkbox"/> Yes – Provide a list of the directors and stockholders which have beneficial ownership of 10% or more of any class of securities. Attach a completed Form 11 Biographical Affidavit for each person on the list.	48.110.030(2)(b) 48.110.030(4)

TYPES OF SERVICE CONTRACTS

12. Select the type of service contract(s) the applicant intends to market and sell in Washington state:

- ☐ Motor Vehicle - Mechanical Breakdown
- ☐ Tire & Wheel ☐ Key or Key Fob Replacement
- ☐ Paintless Dent Removal ☐ Windshield Chip/Crack Repair or Replacement
- ☐ Personal Property (non-vehicle) – Type of personal property (explain): _____
- ☐ Residential Utilities – Water Line ☐ Residential Utilities – Sewer Line
- ☐ Residential Utilities – other (explain): _____

REQUIRED INDEMNIFICATION & FINANCIAL ABILITY

13. Select from **Option 1 through 4 (choose only one)** to identify the method by which the applicant will rely on to assure faithful performance of its obligations under its service contracts:

- ☐ **Option 1: Reimbursement Insurance Policy (CLIP).** RCW 48.110.060; RCW 48.110.075
- A reimbursement insurance policy, also known as a contractual liability insurance policy (CLIP), must be issued by a qualified insurer or risk retention group (RRG). RCW 48.110.050(2)(a).

- Identification of the reimbursement policy covering a service contract is required by completing the Reimbursement Policy Coverage Form. RCW 48.110.020(16), 48.110.050(2)(a).

IMPORTANT: A service contract can be covered by only one reimbursement policy (CLIP); however, a type of service contract can be covered by more than one reimbursement policy.

Required Documents

Please use the checkbox to indicate enclosure of the required information:

- ☐ A complete copy of the reimbursement insurance policy (CLIP) in its entirety.
- ☐ A recent letter from the insurer or RRG indicating the policy (CLIP) is currently in force, compliant with RCW 48.110.060, and compliant with all form and rate filing requirements under Chapters 48.18 and 48.19 RCW.
- ☐ A completed [Reimbursement Policy Coverage Form](#) for each CLIP.

Required Financial Documents

You must submit financial statements demonstrating that the applicant has and maintains a minimum net worth or stockholders' equity of \$200,000 or more, as calculated in accordance with RCW 48.110.078(1) and have the ability to pay its debts when debts become due. RCW 48.110.030(2)(c)(i)

IMPORTANT: This requirement is specific to the applicant. We will not accept any submission that does not show the financial position of the applicant on a stand-alone basis. All consolidated statements must contain or be accompanied by a certified supplemental schedule from the auditor showing the financial activity of the applicant.

The applicant's financial statements are (choose only one):

- ☐ The most recent audited **annual** financial statement.
- ☐ The most recent **annual** financial statements that are certified as accurate by two (or more) officers of the applicant.
Note: If submitting unaudited financial statements, the commissioner's prescribed [form](#) for certifications is required. An altered or incomplete form is invalid.
- ☐ As a start-up (in operation for less than one fiscal year only), the most recent audited financial statements.
- ☐ As a start-up (in operation for less than one fiscal year only), the most recent financial statements that are certified as accurate by two (or more) officers of the applicant.

Note: If submitting unaudited financial statements, the commissioner's prescribed [form](#) for certifications is required. An altered or incomplete form is invalid.

☐ Option 2: Reserve and Trust. RCW 48.110.050(2)(b); RCW 48.110.075(2)(a)

- The applicant will maintain a funded reserve account and place a deposit with the commissioner. RCW 48.110.050(2)(b)
- If using a surety bond, you must include a completed Bond form from our [website](#).

Required Financial Documents

You must provide financial statements that prove the applicant has and maintains a minimum net worth or stockholders' equity of \$200,000 or more calculated in accordance with RCW 48.110.078(2) and have the ability to pay its debts when debts become due. RCW 48.110.030(2)(c)(i)

IMPORTANT: This requirement is specific to the applicant. We will not accept any submission that does not show the financial position of the applicant on a stand-alone basis. All consolidated statements must contain or be accompanied by a certified supplemental schedule from the auditor showing the financial activity of the applicant.

The applicant's financial statements are (choose only one):

- ☐ The most recent audited **annual** financial statement.
- ☐ As a start-up (in operation for less than one fiscal year only), the most recent audited financial statements.

☐ Option 3: Applicant's Net Worth or Stockholder's Equity. RCW 48.110.050(2)(c)

- The applicant, on a stand-alone basis, has and will maintain a minimum net worth or stockholder equity of \$100 million.

Required Financial Documents

You must provide financial statements that prove the applicant has and maintain a minimum net worth or stockholders' equity of \$100 million or more calculated in accordance with RCW 48.110.078(2) and have the ability to pay its debts when debts become due. RCW 48.110.030(2)(c)(ii)

IMPORTANT: This requirement is specific to the applicant. We will not accept any submission that does not show the financial position of the applicant on a stand-alone basis. All consolidated statements must contain or be accompanied by a certified supplemental schedule from the auditor showing the financial activity of the applicant.

The applicant's financial statements are (choose only one):

- ☐ The most recent audited **annual** financial statement.
- ☐ As a start-up (in operation for less than one fiscal year only), the most recent audited financial statements.
- ☐ The most recent Form 10-K or Form 20-F filed with the SEC.

☐ Option 4: Parent Company's Net Worth or Stockholders' Equity. RCW 48.110.050(2)(c)

- The applicant's parent company has and maintains a minimum net worth or stockholders' equity of \$100 million.

Required Documents

Please use the checkbox to indicate enclosure of the required information:

- ☐ A completed Parental Agreement and Guarantee form from our [website](#). This must be the originally completed form, not a copy. An altered or incomplete form will be considered invalid.

Required Financial Documents

You must provide financial statements which prove the applicant's parent has and maintains a minimum net worth or stockholders' equity of \$100 million or more calculated in accordance with RCW 48.110.078(2) and has the ability to pay its debts when debts become due. RCW 48.110.030(2)(c)(ii)

The parent's financial statements are (choose only one):

- ☐ The most recent audited **annual** financial statement.
- ☐ As a start-up (in operation for less than one fiscal year only), the most recent audited financial statements.
- ☐ The most recent Form 10-K or Form 20-F filed with the SEC.

GENERAL QUESTIONS

Please answer "Yes" or "No" to each of the following questions.

For any "Yes" answer, attach information and documentation explaining this response.

14. Are there any regulatory actions pending or taken against the applicant by any state or federal agency? RCW 48.110.030(4), RCW 48.110.130(1)(g)	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Are there regulatory actions pending or taken against any officers, directors, trustees, partners, or members of the applicant by any governmental agency? RCW 48.110.030(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are there any criminal or civil convictions or pending criminal or civil actions other than minor traffic violations against the applicant or any of its officers, directors, trustees, partners, or members? RCW 48.110.030(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Has the applicant marketed or sold any service contracts in Washington state prior to this application? RCW 48.110.030(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No

STATEMENTS OF UNDERSTANDING

18. The following statements are provided to direct the applicant to additional regulations in applying for and operating as a Service Contract Provider in Washington state.

- A.** The Service Contract Provider understands the application fee of \$250.00 is non-refundable. RCW 48.110.030(2)(d)
- B.** The Service Contract Provider understands that it is required to maintain detailed books and records of all Washington transactions to which this Chapter applies. RCW 48.110.090
- C.** The Service Contract Provider understands that the commissioner may conduct investigations as deemed necessary to determine whether any person has violated any provisions of this Chapter. RCW 48.110.120
- D.** The Service Contract Provider understands that it must conduct all business in its own legal name. RCW 48.110.080(2)
- E.** The Service Contract Provider is the contractual obligor and liable to the contract holder under this registration and understands that, if issued, the registration applies only to the registrant and no other entity (i.e., natural, or corporate persons, affiliates, agents, assignees, contractors, marketers, representatives, etc.). RCW 48.110.020(20), RCW 48.110.030(1)
- F.** The Service Contract Provider understands that it must maintain the required minimum net worth or stockholders' equity, and pay its debts when debt becomes due, to retain an active registration. RCW 48.110.130(2)(a)(i)
- G.** The Service Contract Provider understands that it must provide timely notification of any material change to its registration information, including its financial condition. RCW 48.110.030(6)
- H.** The Service Contract Provider understands that all contracts must be fully compliant with all applicable RCWs and WACs, which include RCW 48.110.070, RCW 48.110.073, RCW 48.110.075, and Chapter 284-20C WAC.
- I.** Any motor vehicle service contract not insured under a reimbursement policy (CLIP) must contain the statement: "Obligations of the service contract provider under this contract are backed by the full faith and credit of the service contract provider." RCW 48.110.075(2)(b)(ii)

CERTIFICATION

I declare under penalty of perjury under the laws of the state of Washington that I am duly authorized to make this application on behalf of the applicant, that the foregoing statements and information regarding the applicant and the contents of all attachments are true and correct*.

Signature of Company Officer

Printed Full Legal Name

Title

State of _____

County of _____

Signed and Sworn to (or affirmed) before me this ____ day of _____ 20 ____

By: _____
Name of person making statement

Notary Public Signature:

My Commission Expires: _____

(Seal or Stamp)

*In addition to penalties for perjury, RCW 48.110.130 authorizes the Commissioner to deny, suspend, or revoke the registration of a service contract provider if the Commissioner finds that the service contract provider made a material misstatement in its application for registration or has obtained or attempted to obtain a registration through misrepresentation or fraud.



OFFICE of the
INSURANCE
COMMISSIONER
WASHINGTON STATE

STATE OF WASHINGTON
OFFICE OF THE INSURANCE COMMISSIONER
APPOINTMENT OF ATTORNEY TO ACCEPT SERVICE

Entity Legal Name: _____

Home Office Address: _____

City, State, Zip: _____ WA OIC # _____

The Entity is authorized to transact business in Washington under Title 48 RCW as a:

<i>Licensee/Registrant Type</i>	<i>Statute governing the appointment</i>
<input type="checkbox"/> Service Contract Provider	RCW 48.110.030
<input type="checkbox"/> Protection Product Guarantee Provider	RCW 48.110.055
<input type="checkbox"/> Life Settlement Provider	RCW 48.102.011
<input type="checkbox"/> Reinsurance Intermediary Broker/Manager	RCW 48.94.010
<input type="checkbox"/> Healthcare Discount Plan Organization	RCW 48.155.020
<input type="checkbox"/> Charitable Gift Annuity Issuer	RCW 48.38.010
<input type="checkbox"/> Risk Purchasing Group	RCW 48.92.080
<input type="checkbox"/> Risk Retention Group	RCW 48.92.040
<input type="checkbox"/> Health Care Benefit Manager	RCW 48.200.300
<input type="checkbox"/> Rating Organization	RCW 48.19.170

The Entity is duly organized under the laws of the State of _____. The Entity hereby appoints the Insurance Commissioner of the State of Washington, and any successor in office, as its lawful attorney to receive service of all legal process issued against it in the state of Washington upon causes of action arising within the state of Washington. Service upon the Commissioner as attorney constitutes service upon the Provider.

The Entity designates the following natural or corporate person to whom the Commissioner must forward legal process so served on him or her:

Legal Name: _____

Email Address: _____

Street Address: _____

City, State, Zip: _____

The appointment of the Insurance Commissioner of the State of Washington as attorney is irrevocable, binds any successor in interest or to the assets or liabilities of the Entity, and remains in effect for as long as there could be any cause of action against the Entity arising out of any of the Entity's contracts, transactions or obligations in this state. This designation will remain in place until the Entity files a new designation. Any service of process will be accomplished and processed in accordance with RCW 48.02.200.

I acknowledge that I am authorized to execute and am executing this document on behalf of the Entity. IN WITNESS OF THIS APPOINTMENT, the Entity has caused this instrument to be executed in its name by the undersigned at the City of _____, in the State of _____, this _____ day of _____, 20_____.

Signature of Authorized Person: _____

Printed Name: _____

Title: _____