

## STATE OF MAINE DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION BUREAU OF INSURANCE 34 STATE HOUSE STATION AUGUSTA, MAINE 04333-0034

## SERVICE CONTRACT PROVIDER/ADMINISTRATOR REGISTRATION INFORMATION

The information below must be included with the registration application for Service Contract Providers and Administrators in the State of Maine pursuant to Title 24-A, M.R.S. Service Contract Chapter.

Note: Registration as an Administrator is not required if a registered Provider is administering only its own service contracts. However, registration as an Administrator would be required if the Provider was acting as an Administrator for another Provider.

Note: Registration renewals are due by November 1<sup>st</sup> of each year. Renewal notices are mailed the first week of September.

Please complete and submit this checklist with the application.

Service Contract Registration Application Form
All applicants <b>must</b> answer question # 14 on the application form or the application will be considered incomplete
Payment of \$200 registration fee (check payable to Treasurer, State of Maine)
Appointment of Resident Agent to Receive Service of Process Form (Q #9)
Copy of current Dealer License (if yes on Q #11)
Service Contract Providers electing to obtain Reimbursement Insurance Policy:  Copy of reimbursement policy
Service Contract Provider electing Tangible Net Worth Option
10-K or Form 20-F, if applicable
Copy of audited financial statements, if applicable
Guaranty from parent, if applicable
(see the Bureau's Form of Unconditional Guaranty of Service Contract Provider Obligations for guaranty language that the Bureau will approve)

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Phone: (207) 624-8475 (Office) TTY: 1-888-577-6690 Customer Complaint 1-800-300-5000 Fax: (207) 624-8599