



MISSISSIPPI INSURANCE DEPARTMENT

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MIKE CHANEY
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State Fire Marshal

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AUTOMOBILE CLUB LICENSING PROCEDURES

The following items must be filed with the Mississippi Insurance Department:

- Application for Automobile Club (Form: AC-2) completed in its entirety and signed by two executive officers with signatures notarized.
 - a. The name of the automobile club cannot be so similar to an existing auto club or other corporation licensed or qualified to do business in Mississippi that it would result in confusion to the public.
 - b. The Mississippi Insurance Department does not allow automobile club application filings to include “dba” as a part of the corporate name. The trade or “dba” name may be included in parentheses next to the full corporate name on the auto club brochure only.
 - c. All documents must contain the full corporate name of the automobile club including the abbreviation “Inc.” if applicable.
- A copy of the charter, with all amendments, certified by domiciliary state official having custody of the original.
- A copy of the automobile club’s by-laws certified by an officer of the club.
- A financial statement for the most recent year-end. This financial statement shall include at least a Balance Sheet and an Income Statement and must contain original signatures of two officers of the automobile club verifying that the financial statement is true and correct and has been prepared on a GAAP basis.
- A questionnaire for Owners, Officers, Directors and Managers, and the number of Mississippi policyholders.
- A copy of each service agreement, contract and service brochure used in the state.
- If a foreign company, a current certificate of compliance issued by the domiciliary state.

- A certificate issued by the Mississippi Secretary of State verifying registration.
- A security deposit of \$15,000.
- A company authorized signature form authorizing an individual authority to appoint auto club agents in Mississippi.
- A service of legal process form (Form: Legal Process #1) appointing the Commissioner of Insurance to receive such process.

AUTOMOBILE CLUB FEE SCHEDULE

Application – Privilege tax payment (license fee)	\$100.00
Charter certified by the state of domicile	50.00
By-laws certified by an officer of the club.	50.00
Statement of financial condition, management and affairs	50.00
A copy of <u>each</u> form of service agreement, contract, and service brochure it proposes to use	50.00
A questionnaire completed for <u>each</u> owner, director, officer, and Manager	50.00
Letter authorizing an individual authority to appoint auto club agents in Mississippi	50.00
Service of legal process form appointing the Commissioner of Insurance to receive such process	50.00

Term of license: April – April.

NOTE: All licensed automobile clubs shall file an annual report for the preceding calendar year with the Commissioner of Insurance on or before March 1 of each year.