

**STATE OF NEBRASKA
DEPARTMENT OF INSURANCE
941 "O" Street, Suite 400
Lincoln, NE 68508-3639**

Requirements for Application for Certificate of Authority for a Motor Club Service Company.

Please submit the following to the Nebraska Department of Insurance:

1. Complete the enclosed application requesting the issuance of a Certificate of Authority for a motor club, which is executed under oath by two principle officers of the club, preferably the president as one of the officers.
2. A copy of charter or articles of incorporation and amendments certified by the state public official having custody of the original.
3. A copy of the applicant's by-laws, certified by applicant's secretary.
4. If a corporation, a certified copy of the certificate of authority or good standing certificate from the Secretary of State.
5. A copy of the club's most recent financial statement prepared in accordance with generally accepted accounting principles and certified by two principal officers of the applicant or, in the event the applicant is not a corporation, such other persons as the director may require.
6. A statement from the applicant as to whether they are operating under a similar law in their home state, or other states of operation. If so, a copy of that law must be included. Also, a copy of any examinations by other regulatory authorities must be included.
7. The location of the applicant's home office.
8. Resumes of the management of the company must be provided. Such resume shall reflect the ability of management in the area for issuing motor club service contracts. Resumes must be submitted for each officer and director. The aforementioned resume shall include:
 - a. Individual's name and address;
 - b. Principle occupation and all offices and positions held in the last five years;
 - c. Any criminal convictions other than minor traffic violations, for the past 10 years.

9. A plan of operation must be submitted which details the following:
 - a. That the management of the service company is competent and trustworthy, and can successfully manage the motor club service companies affairs in compliance with the law.
 - b. That it maintains employees or has contractual arrangements sufficient to provide the services undertaken by it and agrees to accept requests for service upon such terms and conditions, as the director deems appropriate, given the nature of the services to be performed and the product covered. The above should be in the form of an affidavit sworn to by an officer of the company.
10. A financial deposit of \$50,000 in acceptable securities must be deposited with the Department. At this time, a list of securities and their market value will be sufficient for our preliminary review. A list of eligible securities can be found in Neb.Rev.Stat. §44-319.01. In lieu of a securities deposit, a bond executed by a Nebraska authorized insurer will be sufficient. If a bond is used, it must be the form enclosed with this packet.
11. An application fee of \$100.00, made payable to Nebraska Department of Insurance. If the application is denied, the full \$100.00 will be refunded.
12. Copies of all motor club service contracts to be issued in Nebraska must be submitted. The contracts must be in clear language and include any fees and deductibles that are applicable.
13. Copies of the application for membership, the proposed membership certificate or identification card and any proposed addendum to such certificate or card, and any individual insurance policy or group certificate to be offered must be submitted.
14. Any additional information the applicant considers pertinent should be submitted for review.
15. Before the company's agents or representatives may solicit motor club memberships, they must be licensed or registered with the Department of Insurance as agents or representatives for the particular motor club they will represent. In order for a person to be licensed or registered with the Department of Insurance, he or she must make application and pass an applicable exam. The necessary forms for agent's licensing and additional information may be obtained from the Licensing Division of the Nebraska Department of Insurance.