



## MEMORANDUM

**DATE:** January 2014

**TO:** Annual Renewal  
Delaware Non-Resident Third Party Administrator (TPA)

**FROM:** Linda Sizemore

**SUBJECT:** Information Regarding Successful TPA License Renewal

*The Department does not send out renewal notices. It is the administrator's responsibility to submit a complete and correct Annual Renewal Filing. The renewal filing must be received on or before July 1<sup>st</sup>. A fine of \$100.00 per day will be levied for late or incomplete submitted Annual Renewal Filing. (18 Del. C. §329)*

**The renewal filing for Non-Resident TPA's must contain the following:**

1. Annual Renewal Form with company information, contact information and fee
2. Certificate of Good Standing and/or Certified License for current year from the administrator's home state.

**The renewal information will only be available by accessing the Department website [www.delawareinsurance.gov](http://www.delawareinsurance.gov).**