

## **Index for Captive Application**

### **A. Organizational Documents**

Shall include:

1. Charter Articles of Organization
2. Bylaws

May include:

3. Additional statutorily required documents

### **B. Captive Application**

1. TDCI Application
2. Application fee of \$675
3. Copy of Company's formation registration with the TN Secretary of State
4. A feasibility study by an approved actuary
5. Biographical affidavits for officers and directors
  - a. NAIC Form 11 for Risk Retention Groups - <http://www.tn.gov/insurance/captive/forms.shtml>
  - b. TN Biographical Affidavit for all Others - <http://www.tn.gov/insurance/captive/documents/BiographicalAffidavit.pdf>
6. If applicant is an Association Captive, give history, purpose, size, and other details of parent association
7. A list all other providers and their responsibilities together with how fees for services rendered are to be charged
8. Detailed Plan of Operation with supporting data including:
  - a. Overview of related party insured's history purpose for forming a captive, and expertise of officers and directors
  - b. Risks to be insured - direct, assumed, and ceded - by line of business
  - c. Fronting company if operating as a reinsurer
  - d. Expected net annual premium income
  - e. Maximum retained risk (per loss and annual aggregate)
  - f. Rating program
  - g. Reinsurance program (including contracts)
  - h. Organization and responsibility for loss prevention and safety including the main procedures followed and steps taken to deal with events prior to possible claims
  - i. Loss experience for past five (5) years together with projections for the ensuing five years
  - j. Schematic diagram and organizational chart
  - k. Financial projections on an "expected" and "worse case" scenario
9. Any relevant additional information provided by the applicant (e.g. redomestications to include prior examination reports, certificate of good standing in current domicile, etc.)