



Motor Club Initial Application Checklist

It is important to note, any person, firm, corporation or association conducting business, within the State of NC, in any of these areas without a license/permit shall be guilty of a Class I felony. For more information relating to the exact laws and regulations cited in the North Carolina General Statutes, refer to NCGS Chapter 58/Article 69. For your convenience, we suggest having the following items readily available in order to assist in the completion of the electronic application for new licensure as a North Carolina motor club.

- √ Board Resolution/Owner Authorization to apply for a NC motor club license
- √ Personal Questionnaires (Form DOI-5MC) for all owners, governing members, and officers
- √ Corporate Formation Documents (*attested true and correct by authorized officer*)
 - ◇ Corporations: Articles of Incorporation and By-Laws
 - ◇ LLCs: Articles of Organization and Operating Agreement
 - ◇ Partnerships: Partnership Agreement
- √ Certificate of Authority from NC Secretary of State (*foreign & alien applicants only*)
 - ◇ Proof of DBA/Trade Name Registration (*if applicable*)
- √ Detailed Methods of Operation
- √ Samples of Membership Marketing Materials
- √ Audited Corporate Financial Statements (*most recent year*)
 - ◇ Reflects a minimum \$5,000 positive net equity
 - ◇ Prepared in accordance with Generally Accepted Accounting Principles (GAAP)
- √ Notarized Surety Bond with Power of Attorney
 - ◇ Bond = \$50,000
- √ Non-refundable Statutory Licensing + Processing Fee (*payable to NC Department of Insurance*)
 - ◇ Payment Options: Credit Card or Check
 - ◇ Fees: \$648 (\$600/application + \$48/processing)
 - ◇ Branch Offices: \$100 each (*optional*)
 - ◇ Franchise Fee: \$200 each (*optional*)
- √ **Mailing Address**
 - ◇ Payment & Other Documents
 - ◇ Overnight Delivery : Bank of America Lockbox Services, Lockbox #742175, 6000 Feldwood Road, College Park, GA 30349
 - ◇ US Postal Service: NC/State of DOI, P.O. Box 742175, Atlanta, GA 30374-2175
 - ◇ Original Bonds
 - ◇ NC Dept. of Insurance, Agent Services Division, ATTN: NIBE Team, 1204 Mail Service Center, Raleigh, NC 27699 - 1204
 - ◇ Surety Bonds can also be sent electronically to northcarolinalicensingofficeNIBE@pearson.com or to NIBE@ncdoi.gov.