



VIATICAL SETTLEMENT PROVIDER LICENSE RENEWAL and ANNUAL REPORT NOTICE

TO: ALL NC LICENSED VIATICAL SETTLEMENT PROVIDERS

LICENSE RENEWAL:

In accordance with North Carolina General Statute 58-58-210, no person shall act as, offer to act as, or hold himself or herself out as a viatical settlement provider in this State without a valid viatical settlement provider license issued by the Commissioner. Licenses shall be renewed annually by June 1. **The license renewal process must be completed by June 1 therefore please submit all required documentation no later than May 1 in order that we may process and renew your license on a timely basis.**

The viatical settlement provider license instructions, application, and license transmittal forms can be downloaded from the Department's website: [Viatical Settlement Provider License Instructions](#). The forms are used for both initial licensing and renewal licensing.

Please carefully review your most recent application filed with this office before completing your renewal application and proceed as follows:

- 1. If no changes have occurred**, please have the President of your company indicate so in a cover letter to be notarized and attached to the viatical settlement provider license application. Include:
 - A letter of good standing or evidence of a current viatical settlement provider license from your domestic state
 - Completed [Viatical Settlement Provider License Transmittal](#)
 - Completed [Viatical Settlement Provider License Application](#)
 - A list of the company's current Officers and Directors, even if there has not been a change from last year.
- 2. If changes have occurred** since your company's most recent renewal application filing, please have the President of your company outline these changes in a cover letter and include:
 - A detailed explanation and any supporting documentation regarding changes in the past year

- Completed [Viatical Settlement Provider License Transmittal](#)
- Completed [Viatical Settlement Provider License Application](#)
- A list of the company's current Officers and Directors, **even if there has not been a change from last year**. If an Officer or Director is added, a biographical affidavit is required. Social Security Numbers can be redacted from the NAIC Biographical Affidavit, if you use it.,

If contract forms, applications, or disclosure statements are revised, they must be filed and approved prior to use. If you use an application that has been prepared by licensed viatical settlement broker, it is your responsibility to ensure his or her forms have been approved by this Department. If they have not been approved, then the viator must complete your application that has been approved.

If information is filed as CONFIDENTIAL OR TRADE SECRET, please remember to follow the guidelines provided on our website: [Instructions for Filing Items Designated Trade Secret](#).

Renewal application forms must be emailed to Lhinbox@ncdoi.gov or uploaded to Citrix ShareFile. Instructions for Citrix ShareFile are located on our website: [CITRIX ShareFile Instructions](#).

Please include the contact person's email address. We maintain a [Viatical Settlement Provider Directory](#) on our website, so please be advised that the contact information you provide (email address, phone) will be published.

Each company's renewal filing must include a nonrefundable \$500 license fee submitted to the Life & Health Division by US Mail or an Overnight Service. The license fee of must be mailed to our office with a cover letter that includes the full legal name of the viatical settlement provider in order to be applied to the correct account.

Our mailing address is:

US Mail

NC Department of Insurance
Life & Health Division 3rd Floor
1201 Mail Service Center
Raleigh, NC 27699-1201

Note, we moved, our physical address is:

Overnight Delivery Only

NC Department of Insurance
Life & Health Division
3200 Beechleaf Ct 3rd Floor
Raleigh, NC 27604

ANNUAL REPORT:

NCGS 58-58-225 requires the submission of an annual report on or before June 1 of each year. The Annual Statement/Report form can be found at the Annual Reports Section of our website: [Viatical Settlement Annual Report](#)
When completed they should be uploaded to SERFF or if you do not have access, sent to Lhinbox@ncdoi.gov.

If you have questions regarding License Renewal or Annual Report, please contact:
Rebecca.Hill@ncdoi.gov or 919-807-6060.