

## RESIDENT LICENSING CHECKLIST FOR BUSINESS ENTITIES

The proper filing sequence is as follows:

**STEP 1: NAME APPROVAL** -Pursuant to M.G.L. c. 155, § 9, the name of any business entity formed for the purpose of acting in the business of insurance is subject to the prior written approval of the Commissioner of Insurance.

The following documentation should **first** be submitted to:

**MA Division of Insurance  
Attn: Producer Licensing  
1000 Washington Street Ste #810  
Boston, MA 02118-6200**

**Resident Corporations** – The unexecuted Articles of Organization for name approval which may be downloaded from the Corporate Division’s website at; <http://www.sec.state.ma.us/cor/corpweb/cordom/dominf.htm> under the category, “Forms”. . The Division will approve then send back to you so that you may file with the Secretary of State’s Office. If the corporation is already incorporated and approved with the Secretary of State’s office proceed to step #3;

**Resident Limited Liability Companies** – A unexecuted Certificate of Organization following the statutory guidelines provided by the Secretary of the Commonwealth at the following Corporate Division’s website at <http://www.sec.state.ma.us/cor/corpweb/corllc/llcinf.htm> , for name approval. The Division of Insurance (“Division”) will note the name approval by signing off on the unexecuted documentation and return all documents to you, for filing with the Secretary of the Commonwealth. Please note, all corporations, LLC’s and LLP’s are required to file with the Secretary of the Commonwealth of Massachusetts.

**DBA Names** - If a DBA is to be used at a later date, an entity must seek DBA name approval first from the Division, and then once approved, submit a Business Certificate from the town or city in which the business entity will be operating business in Massachusetts. **Do not submit a licensing application for a business entity to the Division’s P.O. Box (bank lockbox) until such time that you have received the name approval for your business entity from the Division.**

**Partnership Agreement**, if not an LLP, is to be submitted, only if you are a Partnership as defined in M.G. L. Chapter 175 § 173.

**STEP 2: FILE WITH THE MA SECRETARY OF STATE’S OFFICE** – Please see the instructions on Corporate Division’s website at <http://www.sec.state.ma.us/cor/functionality/walkinmail.htm> . **Once you have completed this process, please request a Certified Articles of Organization or Certificate of Organization if an LLC, along with a Certificate of Existence, as these documents will be required in your final filing process.**

**STEP 3: APPLICATION, ENCLOSURES AND FEE** – Please include the following:

- New Business Entity Adviser Application
- Certified Articles of Organization (or Certificate of Organization if an LLC)
- MA Certificate of Existence
- Partnership Agreement, if not an LLP, is to be submitted, only if you are a Partnership as defined in M.G. L. Chapter 175 § 173.
- Licensing fee - \$66.66 per corporate licensee, checks are to be made payable to the

- Commonwealth of Massachusetts.
- All noted applications and documents which are required for licensure are to be sent to the address below.

Please send Step 3 documents to:  
MA Division of Insurance  
Producer Licensing  
1000 Washington St Ste 810  
Boston, MA 02118-6200

## NON-RESIDENT LICENSING CHECKLIST FOR BUSINESS ENTITIES

The proper filing sequence is as follows:

**STEP 1: NAME APPROVAL** -Pursuant to M.G.L. c. 155, § 9, the name of any business entity formed for the purpose of being in the business of insurance is subject to the prior written approval of the Commissioner of Insurance.

The following required documentation is to be submitted to:

**MA Division of Insurance**  
**Attn: Producer Licensing**  
**1000 Washington Street Suite #810**  
**Boston, MA 02118-6200**

**Non-Resident Corporations** – Submit an unexecuted Foreign Corporation Certificate of Registration which you may download from the Secretary of the State’s Corporate Division at <http://www.sec.state.ma.us/cor/corpweb/corfor/forinf.htm>.

**Non-Resident Limited Liability Companies** – Submit an unexecuted Foreign LLC document and follow the guidelines provided by the Secretary of the Commonwealth at <http://www.sec.state.ma.us/cor/corpweb/corflc/flcinf.htm>. The Division of Insurance (“Division”) will note the name approval by signing off on the unexecuted documentation and return all documents to you, for your filing with the Secretary of State’s Office, Commonwealth of Massachusetts.

**DBA Names** - If a DBA is to be used or added on, an entity must seek DBA name approval first, from the Division, first download the DBA attachment form from the Secretary of States’ Corporate Division website at <http://www.sec.state.ma.us/cor/corpweb/corfor/forinf.htm> and then submit a Business Certificate from the town or city in which the business entity will be operating its business in Massachusetts.

**Non-Resident Partnerships** - Together with said statements or applications, there shall be filed a duplicate original of the written partnership agreement signed by all the partners. Partnerships (Excluding LLP’s)

**STEP 2 : FILING WITH THE MA SECRETARY OF STATE’S OFFICE** – Please see the instructions on the Corporate Division’s website at <http://www.sec.state.ma.us/cor/Functionality/walkinmail.htm>

**STEP 3: APPLICATION, ENCLOSURES AND FEES** – Please include the following:

- Please note: If you are a non-resident Business Entity Adviser, you must first hold a resident Business Entity Adviser license in your resident state, prior to applying for a non-resident

Business Entity Adviser license in MA. Your resident state license status and license type with specific lines of authority will be verified via the NIPR Producer Database prior to issuance of a MA non-resident Business Entity Adviser license.

- New Business Entity Adviser Application
- Partnership Agreement, if not an LLP, is to be submitted, only if you are a Partnership as defined in M.G. L. Chapter 175 § 173.
- Licensing fee - \$66.66 per corporate licensee, checks are to be made payable to the Commonwealth of Massachusetts.
- All noted applications and documents which are required for licensure are to be sent to the address below :

Please send Step 3 documents to:

MA Division of Insurance

Producer Licensing

1000 Washington St Ste 810

Boston, MA 02118-6200