



INSTRUCTIONS FOR QUALIFICATION FOR REGIONAL/HOME OFFICE STATUS

In accordance with the provisions of Section 10-3-209(1)(b)(II) & (III), C.R.S., and Colorado Insurance Regulation 2-1-2, any company desiring to qualify an office in this state as a home office or regional home office "regional/home office" shall make application to the Commissioner of Insurance on forms prescribed by the Commissioner. To qualify for regional/home office status, the applicant must meet the standards outlined in Colorado Regulation 2-1-2. Failure to meet the standards prescribed by the referenced regulation shall cause the denial of the application, and shall preclude the company from qualifying for the reduced tax rate. The applicant must also file a complete and accurate application to be eligible to qualify for regional/home office status. Renewal applications are due March 1 of the year for which qualification is sought. Renewal applications received after March 1 but prior to March 31, shall be accepted for consideration upon the payment of a late charge of \$100.00 per day pursuant to § 10-3-209(1)(b)(II)(B), C.R.S. Applications received after March 31 will be denied.

Pursuant to §10-3-107(1.5)(b), C.R.S., each insurance company maintaining a home office or a regional home office in Colorado shall file with the Commissioner the name of a person designated as the registered agent in Colorado to receive service of process. Any changes must be reported to the Commissioner within 10 days. The form can be located on our web site.

NEW APPLICANTS

A company that was not qualified for regional home office credit in the current year may make application for the next calendar year by submitting either the LONG FORM application or the SIGNIFICANT DIRECT OPERATIONS application on or before December 31 of the year prior to the year for which qualification is sought. If a full 12 months of data is not available, state the period for which data has been supplied.

SHORT FORM

Currently qualified companies that used a long form application in the most recent five prior years may use a SHORT FORM application. The Division will review each application in the context of the company's previous applications, as well as in the context of other information we may have regarding the company's operations. If we observe material changes in the company's operations from the previous year, we will require the company to complete a long-form application.

LONG FORM

Currently qualified companies that have submitted short form applications the past four years, or that no longer qualify for Regional Home Office status under the SIGNIFICANT/DIRECT criteria must use the long form application. The Division will review each application in the context of the company's previous applications as well as in the context of other information we may have regarding the company's operations. Our review may require additional supporting documentation for the narrative and/or quantitative presentation if we observe material changes in the company's operations from the previous year. A written request for that information will be sent to the regional home office for an appropriate response and that request will be considered request of the Commissioner. Please note that the required documentation substantiating performance under the long form application must be company specific.

SIGNIFICANT DIRECT OPERATIONS FORM

Any company may use the SIGNIFICANT DIRECT OPERATIONS FORM, but companies that fail to meet the SIGNIFICANT DIRECT OPERATIONS qualification standards will not be permitted to subsequently submit a long or short form application. The documentation submitted in support of the functions will be reviewed in the context of the company's previous applications, as well as in the context of other information we may have regarding the company's operations. Our review may require additional supporting documentation for the substantiation of performance. A written request for that information will be sent to the regional home office for an appropriate response and that request will be considered a request of the Commissioner.

All forms are available from our web site: www.dora.state.co.us/insurance

Completed forms and supporting documents may be filed electronic.PDF or by regular mail.

E-mail: doi.corporateaffairs@dora.state.co.us

Corporate Affairs Section
Colorado Division of Insurance
1560 Broadway, Suite 850
Denver, CO 80202

One additional reminder:

PLEASE DO **NOT** INCLUDE THE REGIONAL HOME OFFICE FILING WITH YOUR ANNUAL STATEMENT FILING. This may delay our ability to confirm timely receipt of your renewal application.