



**State of Rhode Island and Providence Plantations
Department of Business Regulation
Insurance Division**

REORGANIZATION OR DEMUTUALIZATION

The following items must be submitted to this Division in order to effectuate a company's reorganization/demutualization:

- A copy of the Reorganization Plan, approved and certified by the domestic state's Insurance Department
- A certified copy of the company's amended Articles of Incorporation and Bylaws, reflecting the change(s)
- A completed [company information form](#)

Upon receipt of the above material, we will process the change. All fees will be billed on a retaliatory basis upon completion of the amendment process.

If, in conjunction with the demutualization or reorganization, the company's name will also be changed, the company should also refer to [foreign company name change](#) filing requirements.

Previously approved policy forms should be re-filed for use by the company, subject to the following instructions:

- **Life & Health Policy Forms and/or Rates:** See [Filings of Previously Approved Policy Forms](#). If additional information is needed on forms or rates, please contact the Life, Accident and Health Section of this Division at (401) 462-9621.
- **Property & Casualty Policy Forms and/or Rates:** See Item F of [Instructions for Property & Casualty Rate, Rule & Form Filings](#). If additional information is needed regarding forms or rates, contact information is included in the Instructions for Property & Casualty Rate, Rule & Form Filings.

As for the relicensing of agents, Rhode Island adopted the Single License Procedure Act which precludes the necessity to re-appoint the company's agents when a company's name changes.

Completed applications and related questions should be directed to:

Deb Almeida
(401) 462-9542
Debra.Almeida@dbr.ri.gov

Mailing Address:
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Cranston, RI 02920