



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

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Instructions For Application for Certificate of Authority as a Life Plan Community Provider

PART I

Part I of the Form must be completed in its entirety.

PART II

Attach the Following Exhibits:

Exhibit I – Organizational Documents

- A. Attach a copy of the organizational documents creating the applicant, certified to by the appropriate government official having custody of the original documents as "true and correct" copies. (If a corporation, a copy of the Articles of Incorporation; if a partnership, a copy of the partnership agreement; if a limited partnership, a copy of the limited partnership agreement; if a trust, a copy of the trust agreement or instrument; if an unincorporated association, a copy of the articles of association or other membership agreement; if other, explain)
- B. If the applicant is a corporation, attach a copy of the corporate by-laws attested to by the Secretary and Chief Executive Officer as a "true and correct" copy.
- C. Attach a "Certificate of Good Standing" from the Georgia Secretary of State.
- D. Attach an organizational chart that accurately reflects the relationship of the applicant to any parent, subsidiary or affiliated person or organization.

Exhibit II – Biographical Statements

- A. 1. Attach a list of all individuals who are the officers, directors, partners, members, administrator, or a stockholder owning more than 10 percent of the stock of the applicant, or for any person occupying a similar position or performing similar duties or functions, as applicable. Include the full name, business address and position held for each individual so listed. Also include a list containing the same information for any parent or affiliated person or organization, controlling, controlled by or under common control with, the applicable.
 2. Attach a Biographical Affidavit Form GID-59 furnished by the department, completed by and for each natural person listed in A.1.

Exhibit III – Bond Requirements

The amount of the bond must be sufficient and cannot be less than \$100,000 and shall consider the obligations, financial conditions, amount of debts, service provisions and all other pertinent and applicable features in determining the bond amount.

Exhibit IV – Reservation Agreements and Residency Agreements

Attach copies of the proposed agreements, agenda or amendments to be used in furnishing Life Plan Communities, which comply with O.C.G.A. Section 33-45-7.

Exhibit V – Current and Previous Operations

Attach a list of all facilities currently or previously owned, managed or developed by the applicant, or affiliate of the applicant or any principal thereof. Provide the name, address, city and state of each facility listed and explain the existing or past relationship of the applicant, or affiliate of the applicant, or affiliate of the applicant, or any principal thereof, to the facility. Specify the current status of each facility listed, and include any administrative actions or financial problems which existed while the applicant or affiliate of the applicant, or any principal thereof, was associated with the facility, and include any such occurrences up to one year after the relationship was terminated. The department may request such other reasonable data, including financial statements, to assist the department in determining the financial viability of the project and the management capabilities of its managers or owners.

Exhibit VI – Financial Statements

Attach the latest financial statement, audited by an independent Certified Public Accountant, for the applicant and any parent company. Also, include the latest unaudited financial statements for each quarter ended subsequent to the date of the last audit attested to by the Chief Financial Officer. The department may request such other reasonable data and financial information to assist the department in determining the financial viability of the applicant and the management capabilities of its managers and owners.

Exhibit VII – Fees

Attach a check made payable to the Georgia Insurance Department in the amount of \$75.00 as required by O.C.G.A. Section 33-45-4. Renewal of a Certificate of Authority must be applied for each year or part thereof, in the amount of \$75.00. A late fee equal to fifty percent (50%) of the renewal fee in effect on the last preceding renewal date will be charged if the application or renewal of a Certificate of Authority is filed past the time allowed by law.

Exhibit VIII – Directions For Attesting To This Application

If you are an individual, the application must be sworn by you.

If the organization is a limited partnership, the application must be sworn by the general partner.

If the organization is a partnership (other than a limited partnership), the application must be sworn by the principal partners.

If the organization is any other unincorporated association, the application must be sworn by all of the members or officers and directors.

If the organization is a corporation, the application must be sworn by the president and secretary.

If the organization is a trust, the application must be sworn by all of the trustees and officers of the trust.

Note:

**Incomplete Applications Will Be Returned.
Fees Are Not Refundable.**

THE FOLLOWING ATTESTATION FORM SHALL BE USED:

ATTESTION:

I do solemnly swear or affirm that I am familiar with the Laws of Georgia relating, to Life Plan Community Providers; that all the foregoing information and documentary evidence submitted is true, complete and correct to the best of my knowledge and belief.

Sworn to and Subscribed before Me

Company _____

this _____ day of _____, _____.

Signature _____

(Notary Public)

Print Name _____

Print Title _____

(SEAL)

Please submit all documents as one attachment for each category as one pdf, this will expedite processing of your application.