**Business Entity (Agency)**

**Add or Terminate Affiliation Form**

In accordance with 24-A M.R.S. § 1413(4), Whenever a business entity changes the individuals designated to act in the name of the entity, the entity shall notify the superintendent within 30 days of those changes. No fee is required to update affiliations.

The business entity shall notify the superintendent within 14 days of every change of the designated licensed person responsible or the business entity’s license shall terminate.

No fee is required to change an address.

**Please check one per form: [ ]Add** Affiliations **[ ]Terminate** Affiliations

**Business Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| FEIN or NPN | Maine License # |
| Contact Person | Contact Phone |

**Note: The Bureau of Insurance does not affiliate to branch locations, only to the primary office.**

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| **Name of Licensee** | **Maine License #** | **NPN #** |
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There is no fee to add or terminate affiliations to a business entity.

Forms can be emailed to [insurance.pfr@maine.gov](mailto:insurance.pfr@maine.gov), faxed to 207-624-8599 or mailed to the address below.

If you prefer to submit electronically, please visit our website at [Business Entity License Changes | PFR Insurance (maine.gov)](https://www.maine.gov/pfr/insurance/licensees/individuals-business-entities/business-entity-license-changes)

If you have any questions, please contact the Bureau of Insurance at (207) 624-8475

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