



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
BUREAU OF INSURANCE  
34 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0034

## SERVICE CONTRACT PROVIDER/ADMINISTRATOR REGISTRATION INFORMATION

The information below must be included with the registration application for Service Contract Providers and Administrators in the State of Maine pursuant to Title 24-A, M.R.S. Service Contract Chapter.

Note: Registration as an Administrator is not required if a registered Provider is administering only its own service contracts. However, registration as an Administrator would be required if the Provider was acting as an Administrator for another Provider.

Note: Registration renewals are due by November 1<sup>st</sup> of each year. Renewal notices are mailed the first week of September.

*Please complete and submit this checklist with the application.*

- Service Contract Registration Application Form
- All applicants **must** answer question # 14 on the application form or the application will be considered incomplete
- Payment of \$200 registration fee (check payable to Treasurer, State of Maine)
- Appointment of Resident Agent to Receive Service of Process Form (Q #9)
- Copy of current Dealer License (if yes on Q #11)

Service Contract Providers electing to obtain Reimbursement Insurance Policy:

- Copy of reimbursement policy

Service Contract Provider electing Tangible Net Worth Option

- 10-K or Form 20-F, if applicable
- Copy of audited financial statements, if applicable
- Guaranty from parent, if applicable

(see the Bureau's Form of Unconditional Guaranty of Service Contract Provider Obligations for guaranty language that the Bureau will approve)



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