

CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT BY INSURER

INSTRUCTION SHEET

1. **Change in the address of the registered office**
 - Must be a street address. Post Office Box is not acceptable
 - Must be an Oregon address

2. **Change in the registered agent**
 - Must be an Oregon resident
 - Insurance Commissioner is not acceptable

3. **Insurer Name**
 - Must be full legal corporate name of the insurance company
➤ *ABC Ins Co is not acceptable for ABC Insurance Company, Inc.*

4. **Corporate Seal**
 - Must be affixed
 - If the insurance company does not have a Corporate Seal, provide an affidavit so stating and attach to the form

5. **Notary**
 - Form must be notarized
 - Must include notary seal

Please send a self-addressed, stamped envelope, addressed to the designated registered agent, and an additional copy of the Change of Registered Agent form.

◆◆NOTE◆◆

- ◆ If the form is incomplete it will be returned to be completed properly prior to information being posted.

- ◆ We do not automatically acknowledge the filing of the form. If an acknowledgment is required, include a self-addressed, stamped envelope when returning the completed form.