

191—104.3 (516E) Annual registration of service companies and providers.

104.3(1) *Registration of a service company.* In order for a service company to be permitted to issue a service contract or arrange to perform services pursuant to a service contract each year, no later than August 1, the service company shall do all of the following using forms and instructions available on the division's Web site:

- a.* File an application for registration with the division, pursuant to Iowa Code section 516E.2(2).
- b.* Provide documentation demonstrating that the service company has financially secured its service contracts in compliance with Iowa Code section 516E.3(1) "a," 516E.4 or 516E.21.
- c.* File a consent to service of process on the commissioner, pursuant to Iowa Code section 516E.3(1) "b."
- d.* Provide to the division other information the division requires, pursuant to Iowa Code section 516E.3(1) "b."
- e.* Pay a registration fee of \$500 to the division, as required by Iowa Code section 516E.2, and other fees or payments as required by the division in the instructions.

104.3(2) *Registration of a provider.* Each year, no later than August 1, a provider shall do all of the following using forms and instructions available on the division's Web site:

- a.* File a notice with the division, as required by Iowa Code section 516E.3(2) "a."
- b.* File a consent to service of process on the commissioner, pursuant to Iowa Code section 516E.3(2) "a."
- c.* Provide to the division other information the division requires, pursuant to Iowa Code section 516E.3(2) "a."
- d.* Pay a notice filing fee of \$100 to the division, as required by Iowa Code section 516E.3(2) "a," and other fees or payments as required by the division in the instructions.

104.3(3) *Prompt filing of changes in information.*

a. Pursuant to Iowa Code section 516E.3(1) "c" or 516E.3(2) "b," a service company or a provider shall promptly file the following information with the division:

- (1) Any change in the name or ownership of the service company or provider.
- (2) Notice of the termination of the service company's or provider's business.
- (3) If material amendments have been made to any of the documents filed with the division pursuant to Iowa Code section 516E.3(1) "b" or 516E.3(2) "a," copies of those amended documents.

b. The division shall not charge a filing fee for interim filings made pursuant to this subrule to keep the materials previously filed with the division current and accurate.