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## MYGA Application: Entities as Owners

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PURPOSE:	This document establishes guidelines for entities as owners on MYGA applications.
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### *Procedure:*

Applications should be reviewed for completion and accuracy before they are sent for 1035 Exchange/Transfer, forwarded for Quality Control, or referred back to the Suitability Committee. Applications are also reviewed by Quality Control before issuance in the system and transmission to the outside print vendor for assembly and mailing.

### **Additional Required Documentation**

When a policy is owned by an entity as opposed to an individual there are different documents required with the application, and different individuals who must sign or initial for changes on the contract. Some of the common entities as owner's processed by the New Business department are:

- Trusts
- Corporations
- 501(c)(3) Organizations
- Churches and Church Entities
- Pension Plans
- Associations
- Labor / Workers Unions

**Letter of Authority:** Excepting Trusts we require a Letter of Authority that lists the individuals who have been granted the right to sign on behalf of the entity for all applications. This LOA should be reviewed for completion. See the Letter of Authority Review procedure for more information.

**Letter of Instruction and/or Board Meeting Minutes:** We require the LOI and/or meeting minutes for all entity owned policies. The Letter of Instruction or meeting minutes should detail the agreement of the applicable individuals to purchase an annuity or invest an amount of their profits / holdings matching the premium amount of the policy.

- If the premium amount of the application is greater than the allowable amount listed in the LOI or meeting minutes a request for clarification should be sent to the agent.

**Corporation Commission Filing:** All entities excepting Trusts should have a filing with the Corporation Commission of the state in which they hold their primary domicile. A copy of the most recent filing should be remitted with the application. These certificates can often be downloaded or printed from the appropriate state Corporation Commission website. As entities may have multiple states in which they operate, the state of primary domicile may differ from the address listed on the application.

**Certification of Trustee Powers & Trust:** If the policy is owned by a trust the completed Certification of Trustee Powers form and a full copy of the trust should be remitted with the application. The trust should be reviewed to ensure that the trustee(s) have the right to invest monies from the trust.

- If the trust is set up due to an order of a Circuit or Municipal Court due to the trustee being a Ward of the Court or in a court ordered conservatorship, a copy of the court appointment or judgement, stamped as approved by the Court, must be remitted in addition to the above. The court order must be reviewed by the New Business Manager and will be referred to Compliance as necessary.

**Insurable Interest:** If the above documents do not present a clear case of insurable interest of the entity in the life of the annuitant as a “Keyman” then additional documentation should be requested. The New Business Manager should be consulted and will refer to Compliance as necessary. *Note: Annuities are not Keyman Insurance contracts; however the insurable interest requirements are the same.*

## Product Applied For

PRODUCT APPLIED FOR
Multi-Year Guarantee Annuity Guarantee Period: <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 5 years <input type="checkbox"/> 6 years <input type="checkbox"/> 7 years <input type="checkbox"/> 8 years <input type="checkbox"/> 9 years <input type="checkbox"/> 10 years The length of the surrender charge period will be the same as the guarantee period chosen.

**Guarantee Period:** The guarantee period should be elected on the top of the form and align with question 8 on page 2 of the suitability form.

- More than one guarantee period cannot be elected.
- If the guarantee period is less than the duration indicated on the suitability paperwork a clarification/correction should be requested from the agent. A change may be made to either the application form or suitability paperwork.

Application Change/Update Requested:	Initials Required:
Multi Year Guarantee Annuity Period	Approved Representative