

SECRETARY OF STATE
STATE OF LOUISIANA

TOM SCHEDLER
SECRETARY OF STATE



Commercial Division
225.925.4704
Administrative Services
225.932.5317 Fax
Corporations
225.932.5314 Fax
Uniform Commercial Code
225.932.5318 Fax

December 2, 2015

American Home Shield Corporation
889 Ridge Lake Boulevard
Memphis, TN 38120

Dear Sir,

During the 2015 Regular Legislative Session, the filing of Home Service Contract Providers in Louisiana was transferred from the Louisiana Department of Insurance to the Louisiana Secretary of State. This change becomes effective January 15, 2016. In an effort to make a smooth transition, enclosed are the forms necessary for registering the Home Service Contract Provider Application with our office.

You will note on the enclosed forms that in addition to the application for filing, a copy of the organizational documents, a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000 and the filing fee of \$600 are required. The provider must be registered with the Secretary of State and in good standing status.

The registration is effective for two years. The renewal application, surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000 and renewal fee of \$250 must be submitted to this office ninety days prior to the deadline.

Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation within 60 days of the effective date of the change. In addition to any amendments, R.S. 57:3143 requires that a financial statement showing that the provider is solvent must be submitted to the Secretary of State's office annually. Lastly, a Home Service Contract report must be provided by March 1st of every year documenting the following for the previous year: the number of home service contracts issued or sold with respect to residential property; the gross consideration received; the number and dollar amount of claims paid categorically by the cost of repair or by the cost of replacement; and the number of claims denied for failure of the service contract holder to receive prior approval for such repair or replacement. There is no fee for filing the amendment, financial statement or Home Service Contract Report.

If you have any questions concerning Home Service Contract Provider Applications, please feel free to contact our office at 225-925-4883.

Sincerely,

Handwritten signature of Carla Bonaventure in cursive script.

Carla Bonaventure
Commercial Division Administrator

Tom Schedler
Secretary of State



HOME SERVICE CONTRACT PROVIDER APPLICATION

R.S. 51:3143

Enclose Filing Fee
\$600 Initial Registration
\$250 Renewal Registration
Make remittance payable to Secretary of State
Do Not Send Cash

Return to: Commercial Division
P.O. Box 94125
Baton Rouge, LA 70804-9125
Phone: (225) 925-4704
Web Site: www.sos.la.gov

STATE OF _____

Initial Registration

PARISH/COUNTY OF _____

Renewal Registration

Amended Registration

HOME SERVICE CONTRACT PROVIDER'S INFORMATION:

Applicant Name: _____
As registered with Louisiana Secretary of State

Address: _____
*Principal Office in state of organization
(Include City, State and Zip Code)*

Mailing Address: _____
(Include City, State and Zip Code)

Telephone Number: _____ Alternate Telephone Number: _____
(Include Area Code) (Include Area Code)

CONTACT PERSON'S INFORMATION:

Name: _____

Address: _____
(Include City, State and Zip Code)

Telephone Number: _____ Alternate Telephone Number: _____
(Include Area Code) (Include Area Code)

REGISTERED AGENT'S INFORMATION:

Name: _____

Address: _____
(Include City, State and Zip Code)

OFFICERS, DIRECTORS AND OWNERS

Provide the names and addresses of all officers, directors and owners of 10% or more of the business, as required by R.S. 51:3143B. Provide an addendum if additional space is needed.

1. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

2. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

3. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

4. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

5. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

6. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

7. Name: _____

Address: _____

(Include City, State and Zip Code)

Position: _____ Ownership Percentage: _____

Signature of Applicant or Authorized Representative: _____

Printed Name of Applicant or Authorized Representative: _____

On this _____ day of _____, 20____, before me, personally appeared _____,
to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed it as his free act and deed.

Notary Signature, Printed Name, and Notary/Bar Roll Number

AGENT'S ACKNOWLEDGMENT AND ACCEPTANCE OF APPOINTMENT

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above named entity.

Registered agent(s) signature(s):

Sworn to and subscribed before me, the undersigned Notary Public, on this date: _____

Notary Signature, Printed Name, and Notary/Bar Roll Number

INSTRUCTIONS

1. The initial registration form must be completely filled out and submitted to the Secretary of State's office along with a copy of its organizational documents (Articles of Incorporation, Articles of Organization, Articles of Association, Partnership Agreement), a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000 and the filing fee of \$600.
2. The provider must be registered with the Louisiana Secretary of State's office and must be in good standing.
3. The registration is effective for two years. The renewal date is January 15th. The renewal application must be submitted to the Secretary of State's office, along with a surety bond issued by a company licensed to do business in Louisiana in the amount of \$50,000, ninety days prior to the deadline. The renewal registration fee is \$250.
4. Changes to the registration form can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with the Secretary of State's office within 60 days of the effective date of the change. If the amendment is not due to any changes to the organizational documents, a statement to the fact can be submitted. There is no fee to amend the registration.