

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS

PO Box 526 • Richmond, VA 23218-0526
(804) 371-0511 • Fax: (804) 225-2666 • www.vdacs.virginia.gov

Revised 04/18

REMITTANCE FORM
EXTENDED SERVICE CONTRACTS

Annual Registration Fee	_____ \$300 _____	(960-02200)
Late Fees*	_____	(960-02799)
Total Fees Submitted	_____	
Check Number	_____	

***Make check payable to the Treasurer of Virginia
Mail to: VDACS, PO Box 526, Richmond VA 23218-0526***

Company Name and Address:

Federal Employer Identification
Number:

PLEASE NOTE: Registration forms that are not properly completed, signed and notarized will be considered deficient and registration will be withheld until the filing is complete.

LATE FILING FEES

***Late Fees: Initial registration** - Any obligor who fails to register prior to the sale of an extended service contract shall pay a late fee of \$100 for each 30 day period, or portion thereof, that the registration is late.

***Late Fees: Renewal registration** – renewal registrations not postmarked before or on July 1st shall include a late annual registration fee in the amount of \$50 for each 30 day period, or portion thereof, that the annual renewal filing is late.

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**APPLICATION FOR REGISTRATION
EXTENDED SERVICE CONTRACT PROVIDER/OBLIGOR**

**SECTION 1
APPLICANT INFORMATION**

Full Corporate Name of Entity: _____

Doing Business As/Trading As: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Website Address: _____

Mailing address (if different than Primary address) _____

City: _____ State: _____ Zip: _____

**SECTION 2
PRIMARY CONTACT INFORMATION**

Primary Contact Name _____ Title _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

**SECTION 3
REGISTRATION INFORMATION**

Type of business: Corporation Partnership LLC
 Sole Proprietorship Limited Partnership

Nature of business: _____

State of domicile: _____

Company Name and Physical Location (if different) where business records are maintained:

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

The obligor, the person contractually obligated to the purchaser, is (please indicate one):

- The original manufacturer or seller of the merchandise covered by the extended service contract
- The seller of the merchandise covered by the extended service contract
- Third party obligor

If you are the third-party obligor, you must supply one of the following (**Please mark as Exhibit A**):

- Either your most current Form 10-K or Form 20-F, as filed with the Securities and Exchange Commission;
- Show a net worth of at least \$100 million by providing a copy of the third party obligor's most recent annual audited financial statement, or
- A copy of a contractual liability insurance policy (CLIP) issued by an insurer authorized to do business in the Commonwealth of Virginia which covers 100% of the obligor's service contract liabilities, including the administration and the cost of administration of those claims, and states the policy cannot be cancelled by either the third party obligor or the issuing insurer without providing 60 days' notice to the Commissioner of the Virginia Department of Agriculture and Consumer Services.

**SECTION 4
SURETY INFORMATION**

Total gross dollar amount of all unexpired extended service contracts: \$ _____
(This is **the total amount paid by the consumer** for the extended service contract for all contracts still in effect).

You must submit the appropriate surety bond, irrevocable letter of credit or cash surety for the dollar amount of all unexpired extended service contracts stated (see schedule for amount of surety required below). You must file the **ORIGINAL**, signed surety to this office – **COPIES ARE NOT ACCEPTABLE**. There is no need to submit copies of bonds or letters of credit that are currently on file with the Commissioner.

SURETY REQUIREMENT SCHEDULE

Total amount of unexpired Extended Service Contracts	Required amount of surety bond or irrevocable letter of credit
\$0.00 to \$50,000	\$10,000
\$50,001 to \$300,000	\$40,000
\$300,001 to \$750,000	\$65,000
\$750,001 or more	\$90,000

Type of surety filed with the Commissioner:

- Surety Bond
- Irrevocable Letter of Credit
- Cash Deposit

If a surety bond or irrevocable letter of credit is currently on file, provide the following information:

Bank/Insurance Company Name: _____

Serial Number or other identification number of the bond or LOC: _____

Amount of Surety: \$ _____

Date effective/issued: _____

**SECTION 5
REQUIRED ATTACHMENTS – PLEASE MARK AS “EXHIBIT B”**

- Enclose a copy of all extended service contract(s) offered by the obligor.
- If all contracts have been previously filed with this office, you may provide a list of all contracts on file instead of providing another copy of the contract.

DISCLAIMERS AND AFFIDAVITS

By completing this section and affixing my signature, I hereby state that I am authorized to sign this application on behalf of the applicant, and, to the best of my knowledge, information and belief, there has been no misrepresentation or failure to disclose. I am aware that later discovery of an omission or misrepresentation made in this application, or made on any statement, document, or information may be grounds for denial of the applicant's application or revocation of the applicant's registration, or subject the applicant or personnel to criminal penalties in the Commonwealth of Virginia.

I agree that I will notify the Office of Charitable and Regulatory Programs (OCRCP) of any circumstance that necessitates amending any response provided in this application.

I agree that I will abide by the laws and regulations governing home service contracts in the Commonwealth of Virginia.

If a bond or letter of credit is on file with OCRCP, I understand that changes in the total amount of unexpired home service contracts may warrant a change in the amount of the bond or letter of credit on file and as such, I will promptly update the bond or letter of credit information with OCRCP in accordance with § 59.1-434.3 of the *Code of Virginia*.

If a liability insurance policy is on file with OCRCP, I understand that I may not cancel this policy or the issuer of the policy may not cancel this policy without providing a minimum 60 days' notice to OCRCP of the cancellation. I further understand that if the policy is cancelled, I must provide a new policy, bond, or letter of credit to OCRCP prior to the effective date of the policy cancellation.

Signature: _____ Print Name: _____

Title: _____ Date: _____

Sworn and subscribed to before me, a notary public, in and for _____

State, city and/or county

on this _____ day of _____, 20____.

My commission expires: _____

Notary Public

NOTE:

- The owner, authorized officer or agent must sign this registration application. Registration forms that are not complete and properly filled out, signed and notarized will be considered deficient and registration will be withheld until the filing is complete.
- All surety must be on forms supplied by the Office of Charitable and Regulatory Programs, without modification of, or additions and/or deletions for any reason. Failure to comply with this requirement will delay registration and registration will be withheld until this requirement is met.

The total amount of unexpired extended service contracts represents the **total gross charge to the consumer** for the purchase of the extended service contract for every contract still in force at the date of registration application.

REGISTRATION APPLICATION CHECKLIST

Have you enclosed the following items in this filing?

- \$300 registration fee payable to the **Treasurer of Virginia** and attached to the enclosed remittance form.
- **Third party obligors only:**
 - Your most recent 10-K or Form 20-F as filed with the Securities and Exchange Commission (**Mark as Exhibit A**), or
 - Show a net worth of at least \$100 million by providing obligor's most recent annual audited financial statement (**Mark as Exhibit A**), or
 - An insurance policy issued by an insurer authorized to transact business in the Commonwealth of Virginia which covers 100% of the obligor's service contract liabilities including the administration and the cost of administration of claims and a 60 day cancellation notice provision as required by §59.1-437(E) (**Mark as Exhibit A**).
- Copies of all extended service contract proposed for use in the Commonwealth of Virginia - or a list of contracts if a copy was previously filed (**Mark as Exhibit B**).