



**Motor Club New/Initial Application:**

It is important to note, any person, firm, corporation or association conducting business, within the State of NC, in any of these areas without a license/permit shall be guilty of a Class I felony. For more information relating to the exact laws and regulations cited in the North Carolina General Statutes, refer to NCGS Chapter 58/Article 69. For your convenience, we suggest having the following items readily available in order to assist in the completion of the electronic application for new licensure as a North Carolina motor club.

- √ Board Resolution/Owner Authorization to apply for a NC motor club license
- √ Personal Questionnaires (Form DOI-5MC) for all owners, governing members, and officers
- √ Corporate Formation Documents *(attested true and correct by authorized officer)*
  - ◇ Corporations: Articles of Incorporation and By-Laws
  - ◇ LLCs: Articles of Organization and Operating Agreement
  - ◇ Partnerships: Partnership Agreement
- √ Certificate of Authority from NC Secretary of State *(foreign & alien applicants only)*
  - ◇ Proof of DBA/Trade Name Registration *(if applicable)*
- √ Detailed Methods of Operation
- √ Samples of Membership Marketing Materials
- √ Audited Corporate Financial Statements *(most recent year)*
  - ◇ Reflects a minimum \$5,000 positive net equity
  - ◇ Prepared in accordance with Generally Accepted Accounting Principles (GAAP)
- √ Original Notarized Surety Bond with Power of Attorney
  - ◇ Bond = \$50,000
- √ Non-refundable Statutory Licensing + Processing Fee *(payable to NC Department of Insurance)*
  - ◇ Payment Options: Credit Card or Check
  - ◇ Fees: \$648 *(\$600/application + \$48/processing)*
  - ◇ Branch Offices: \$100 each *(optional)*
  - ◇ Franchise Fee: \$200 each *(optional)*

**MAIL:**

**ORIGINAL BONDS:**

**PAYMENT & OTHER DOCUMENTS:**

NC Dept. of Insurance	US POSTAL SERVICE	OVERNIGHT DELIVERY
Agent Services Division	NC/State of DOI	Bank of America Lockbox Services
<b>ATTN: NIBE Team</b>	P.O. Box 742175	Lockbox #742175
1204 Mail Service Center	Atlanta, GA 30374-2175	6000 Feldwood Road
Raleigh, NC 27699-1204		College Park, GA 30349