



**Motor Club Renewal 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 license renewal as a North Carolina motor club.

- √ New and/or Updated Personal Questionnaires (Form DOI-5MC) for all owners, governing members, and officers
- √ Audited Corporate Financial Statements (**most recent year**)
  - ◇ Reflects a minimum \$5,000 positive net equity
  - ◇ Prepared in accordance with Generally Accepted Accounting Principles (GAAP)
- √ Surety Bonds (NEW and/or Continuation Certificate/Rider)
  - ◇ **NEW Surety Bond** with Power of Attorney (**if new bond number(s)**)
    - ◇ Expiration date should not occur before June 30, 2018
    - ◇ Bond Amount = \$50,000
  - ◇ **Continuation Certificate/Rider**
    - ◇ Expiration date should not occur before June 30, 2018
    - ◇ Power of Attorney not required (**if same/existing bond number(s)**)
- √ Non-refundable Statutory Licensing + Processing Fee (**payable to NC Department of Insurance**)
  - ◇ Payment Options: Credit Card or Check
  - ◇ Fees: \$638 (\$600/application + \$38/processing)
  - ◇ Branch Offices: \$100 each (*if applicable*) Franchise Fee: \$200 each (*if applicable*)

**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