

ARKANSAS INSURANCE DEPARTMENT
LICENSE DIVISION
1200 WEST THIRD STREET
LITTLE ROCK, AR 72201
PHONE: 501-371-2750
FAX: 501-683-2604
WEBSITE: www.insurance.arkansas.gov/license/divpage.htm

PORTABLE ELECTRONIC INSURANCE LICENSE INSTRUCTIONS

The licensing for portable electronic insurance under Arkansas Code Ann. 23-88-502 is effective July 26, 2011. The license is for vendors only and there is no requirement of licensure for employees and authorized individuals.

There are two different applications and fee schedules based on the number of physical locations in the state: **AID-LI-PEI** for more than 10 physical locations and **AID-LI-PEI-LIMITED** for 10 or fewer physical locations. Locations are defined as a physical location in this state, a website or a call center site offering insurance to Arkansas residents.

More than 10 physical locations in Arkansas, including call centers and/or websites offering insurance to residents of Arkansas:

If the vendor has more than 10 physical locations in the State of Arkansas offering or enrolling customers with insurance for repair or replacement of portable electronics, the vendor must complete form **AID-LI-PEI** listing all locations, call centers or websites.

- The application must be printed or typed and the form can be electronically reproduced without any modification to content.
- All fields on page 1 of the form must be complete but if the information does not apply then a response of N/A should be inserted.
- If the vendor has more locations than spaces allowed on the form, then the vendor should list the other sites on a separate paper in the same format of the form and attach it to the form.
- If any of the questions on page 2 of the form are given an affirmative response, a signed statement giving detailed explanation of the occurrence and documentation related to the occurrence must be attached to the form.
- The form must be signed and dated by an official, director, principal, or partner of the business.
- Submit a 2 year license fee of \$1,000 made payable to the Arkansas Insurance Department Trust Fund. Payment may be a business check, money order or cashier's check. Counter checks are not acceptable.
- If the vendor derives more than 50% of its revenue from the sale of portable electronics insurance, then all officers, directors, and shareholders of record that have beneficial ownership of 10% must complete form **AID-LI-PEI-Supplement**.

10 or less physical locations in Arkansas, including call centers and/or websites offering insurance to residents of Arkansas:

If the vendor has 10 or less physical locations in the State of Arkansas offering or enrolling customers with insurance for repair or replacement of portable electronics, the vendor must complete form **AID-LI-PEI-Limited** listing all locations, call centers or websites.

- The application must be printed or typed and the form can be electronically reproduced without any modification to content.
- All fields on page 1 of the form must be completed but if the information does not apply then a response of N/A should be inserted.
- If the vendor has more locations than spaces allowed on the form, then the vendor should list the other sites on a separate paper in the same format of the form and attach it to the form.
- If any of the questions on page 2 of the form are given an affirmative response, a signed statement giving detailed explanation of the occurrence and documentation related to the occurrence must be attached to the form.
- The form must be signed and dated by an official, director, principal, or partner of the business.
- Submit a 2 year license fee of \$100.00 made payable to the Arkansas Insurance Department Trust Fund. Payment may be a business check, money order or cashier's check. Counter checks are not acceptable.
- If the vendor derives more than 50 % of its revenue from the sale of portable electronics insurance, then all officers, directors, and shareholders of record that have beneficial ownership of 10 % must complete form **AID-LI-PEI-Supplement**.