

CHECKLIST FOR SURRENDER OF PRENEED CERTIFICATE AND/OR BRANCH REGISTRATION

The following is a checklist of items that must be submitted to the Alabama Board of Funeral Services in order to surrender a preneed certificate of authority and/or branch registration. When you submit the surrender application, attach a copy of this completed checklist. If an item does not apply, mark N/A in the preceding box.

Note: Please visit www.fsb.alabama.gov for the most recent version of all forms.

- Preneed Contract Log (back to May 1, 2002, or the first Preneed Sale, whichever is later).
- Cemetery Property Sales Log (back to May 1, 2002, or the first interment right sold, whichever is later). Applies to Endowment Care Cemeteries and Funeral/Cemetery Combination operations.
- Preneed Certificate of Authority – Surrender Application – both pages - completed in their entirety.
- Preneed Branch Registration – Surrender Application– both pages - completed in their entirety.
- Copies of trust agreement for each Merchandise & Services trust account in existence.
- Copies of trust agreement for each Endowment Care fund in existence.
- Sample copy of each preneed contract version used.
- Current Merchandise and Services trust statement(s) provided by the trustee(s) for each account.
- Current policy/annuity listing(s) in detail provided by each insurer showing the active policy count, each active policy associated with a preneed contract and the face values.
- Have any preneed contracts been funded with a surety bond or letter of credit? If so, check the box and contact the Department for further instructions.
- Current Endowment Care Trust statement(s) for each account provided by the trustee(s).
- List of names and addresses of all preneed contract beneficiaries (pre and post-law), including the retail amount of their preneed contracts and funding method.

Your surrender application is not complete until all of the above have been received, completed as applicable, including all fees and required signatures. In addition to the required surrender documents, all required reports due up to the point of surrender, must be filed, such as the Semi-Annual Report of Preneed Activity, the Annual Report of Endowment Care Cemetery Trust Fund and Cemetery Property Sales Log, etc., must be received before the Board will approve the surrender of your Certificate of Authority or any Branch Registrations. Likewise, any administrative actions, including examination findings, must be addressed and/or resolved to the Board's satisfaction before the surrender will be approved.



KAY IVEY
GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICES

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CHARLES PERINE
DIRECTOR

PRENEED CERTIFICATE OF AUTHORITY OR BRANCH REGISTRATION SURRENDER APPLICATION FORM AL-PNCB-S (REVISED 10/2023)

Type of Business (Check appropriate box below)
<input type="checkbox"/> Funeral Establishment
<input type="checkbox"/> Combination Funeral/Cemetery
<input type="checkbox"/> Cemetery Authority
<input type="checkbox"/> Third-Party Seller

Name of Preneed COA or Branch Registration to Be Surrendered

COA or BR Number

Address of Preneed COA or Branch Registration to Be Surrendered

Name of Preneed Certificate Holder if different than above

COA Number

Address of Preneed Certificate Holder if different than above

Telephone Number

E-Mail Address

In Order To Surrender The Existing Preneed Branch Registration, The Following Requirements Must Be Met:

- The application must be submitted by the Certificate Holder to the Alabama Board of Funeral Services (Board) prior to the surrender of the preneed certificate of authority or branch registration. Submission of this application shall be considered notice to the Board of the intent of the Certificate Holder to surrender its preneed certificate of authority or branch registration. Together with this application, the documents requested below must also be submitted as attachments to this application. The effective date of surrender of the preneed certificate of authority or branch registration will be the date signed by the Board as shown below.
- The Certificate Holder or branch registrant must submit to the Board a copy of its existing trust agreements and copies of each type of preneed contract sold.
- If the Certificate Holder or the branch registrant has been examined by the Department of Insurance or the Board of Funeral Services, the Certificate Holder must resolve to the Board's satisfaction all findings and violations resulting from the examination prior to the surrender. This includes any fines or invoices due to the Board.
- The Certificate Holder or branch registrant must submit to the Board its current preneed certificate of authority or branch registration.
- The Certificate Holder shall provide the Board an accounting showing each and every payment received by the Certificate Holder or the branch registrant for outstanding preneed contracts and the disposition of the proceeds. If any preneed contracts were funded by life insurance, the Certificate Holder shall furnish to the Board the name of the insurance company and a listing which contains the following information on each insured: name of insured, policy number and face amount of policy.

PRENEED CERTIFICATE OF AUTHORITY OR BRANCH REGISTRATION – SURRENDER APPLICATION

The Certificate Holder agrees to and acknowledges the following:

- The Certificate Holder or branch registrant shall cease all preneed sales to the public from the date this application is submitted to the Board. Provide the date the last preneed contract was sold by the Certificate Holder or the branch registrant: _____ . If the preneed Certificate Holder or branch registrant has closed or ceased doing business, provide the date closed or date business ceased: _____.
- The Certificate Holder shall collect and deposit into trust all of the funds paid toward preneed contracts sold prior to the preneed certificate of authority or branch registrant becoming inactive.
- Any trust funds deposited into trust on behalf of the Certificate Holder or branch registrant by the Certificate Holder shall be held intact and in trust after the preneed Certificate Holder or branch registrant has become inactive, and the funds in that trust shall be disbursed in accordance with the Alabama Preneed Funeral and Cemetery Act of 2023 until the funds have been exhausted.
- The Certificate Holder shall provide to the Board a list setting forth the names and addresses of each and every preneed purchaser together with the preneed purchase price.
- The Board shall continue to have jurisdiction over the inactive Certificate Holder or branch registrant so long as there are funds in trust or preneed contracts that have not been fulfilled. The Alabama Board of Funeral Services will require reports and inspect records as the Board deems appropriate.

The Board may impose further requirements in order for the Certificate Holder to surrender the Certificate of Authority or branch registration; the Board shall notify the certificate holder of additional requirements, if any. The Certificate Holder hereby certifies that he or she has complied with each of the above requirements.

I, as the Certificate Holder or the representative authorized to sign on behalf of the Certificate Holder, certify that the above information is true and correct to the best of my knowledge and belief. I understand that any person who knowingly presents false or fraudulent information to the Board of Funeral Services or its representative, willfully fails to timely make deposits to trust, or knowingly withdraws unauthorized funds or assets from a trust may be guilty of a felony under Alabama Law and subject to restitution, fines, loss of any or all certificates of authority or other applicable licenses, prison or any combination thereof.

Signature of Certificate Holder

Date

Print Name

Signature of Executive Director

Date of Surrender of Certificate of Authority or Branch Registration