

TRANSFER OF PRENEED CERTIFICATE

AUTHORITY FORM AL-PNC-T (REVISED 5/2024)

**COVER PAGE**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.**

**Note: Please do not print this form on both sides of the paper.**

NAME OF TRANSFEREE (Purchaser): \_\_\_\_\_

DATE: \_\_\_\_\_

**Documentation Required Pertaining to COA Being Transferred**

- ☐ Preneed Certificate of Authority – Transfer Application
- ☐ Copy of payment receipt for \$132
- ☐ Preneed Contract Log (back to May 1, 2002, or the first Preneed Sale, whichever is later)
- ☐ 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

List of all pre-law contracts and details such as funding method(s), beneficiaries, and retail contract amount

Copy of the trust agreement for each Merchandise & Services Trust in existence

Copy of any new Merchandise and Service Trust Agreement(s) (if applicable)

Current Merchandise and Services trust statement(s) provided by the trustee(s) for each account

Have any preneed contracts been funded with a surety bond or letter of credit? If so, check the box and contact the Board for further instructions.

- ☐ Copy of the Asset Purchase Agreement, including all exhibits and schedules, or Letter of Intent. The agreement should specifically address the transfer of preneed liability (including pre-law, if any)
- ☐ Procedures, provided by transferee, for protecting existing preneed funds of the entity being transferred
- ☐ Listing of all bank accounts holding preneed funds

**Endowment Care**

- ☐ Cemetery Property Sales Log (back to May 1, 2002, or the first interment right sold, whichever is later)
- ☐ Copy of trust agreement for each Endowment Care Trust in existence and new trust agreement (if applicable).
- ☐ Most recent Endowment Care Trust annual statement(s) provided by the trustee(s).

Your transfer application is not complete until all the above have been received, completed as applicable, including all fees, and required signatures. We must also receive the appropriate completed applications, checklists and documentation from the transferee.

In addition to the required transfer documents, all required reports due up to the point of transfer, 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., before the Board will approve the transfer of your Certificate of Authority or any Branch Registrant. Likewise, any administrative actions, including examination findings, must be addressed and/or resolved to the Board's satisfaction before the transfer will be approved.



**KAY IVEY**  
GOVERNOR

# ALABAMA BOARD OF FUNERAL SERVICES

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106  
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## TRANSFER APPLICATION PRENEED CERTIFICATE OF AUTHORITY

FORM AL-PNC-T (REVISED 10/2023)



**CHARLES PERINE**  
DIRECTOR

Type of Business Being Transferred  
(Check appropriate box below)

<input type="checkbox"/>	Funeral Establishment
<input type="checkbox"/>	Cemetery Authority
<input type="checkbox"/>	Combination Funeral/Cemetery
<input type="checkbox"/>	Third-Party Seller

Name of Preneed Certificate of Authority to Be Transferred (Seller)

COA Number

Address of Preneed Certificate of Authority to Be Transferred

Telephone Number

E-Mail Address

Name of Transferee (Purchaser)

COA Number (If applicable)

Address of Transferee

Telephone Number

E-Mail Address

To transfer an existing Preneed Certificate of Authority, the following requirements must be met prior to the transfer:

- Transferee must be one of the following:
  - ☐ Funeral Establishment
  - ☐ Combination Funeral/Cemetery
  - ☐ Cemetery Authority
  - ☐ Third-Party Seller
- If the Transferee is not any of the above, the Transferee must apply for a certificate of authority. Please complete and attach the COA application (AL-PNC-1 rev. 5/2024) and application fee. The transfer cannot be processed until received.
- If the Transferee is already in the preneed business, how does the Transferee intend to operate the COA being transferred? ☐ New COA ☐ Branch Registrant ☐ COA operating under a common business entity
- What name will the transferred entity operate under?  
\_\_\_\_\_
- What was the method of funding for the preneed contracts sold by the entity being transferred (check all that apply)?
  - ☐ Trust Fund
  - ☐ Insurance Policies
  - ☐ Letter of Credit
  - ☐ Surety Bond

- What method of funding will be used after the date of transfer for preneed contracts?

☐ Trust Fund   ☐ Insurance Policies   ☐ Letter of Credit   ☐ Surety Bond

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The Transferee should explain on a separate sheet of paper the procedures to be used in protecting the existing preneed funds of the entity being transferred, i.e., if the existing preneed funds are in a trust, will that existing trust be maintained or will the existing preneed funds be transferred to the trust of the transferee, etc.? The explanation will depend upon the funding method of the existing entity and the funding method of the transferee, but the explanation should be full and complete.

Pursuant to ALA Preneed Regulation 395-X-9-.09(2)(b), the transferee must provide notification to preneed contract holders in writing of the change of ownership within ninety (90) days after the transfer is complete.

- Does the Transferee intend to notify existing preneed contract holders of the transfer of their preneed contracts? ☐ Yes ☐ No
    - If Yes, how will the notification be made? \_\_\_\_\_
    - If No, explain why not on a separate page.
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- One of the following must be attached:
  - (a) A copy of any fully signed letter of intent with any exhibits, attachments, or schedules referenced in the letter of intent.
  - (b) A copy of the fully signed purchase agreement or other form of contract which describes the terms of the transaction which will result in a transfer with any exhibits, attachments, or schedules referenced in the agreement or contract.

Date of Intended Closing: \_\_\_\_\_

**Note:** Pursuant to ALA Preneed Regulation 395-X-9-.09(2)(a), the Board may impose further requirements for the transferring Certificate Holder to transfer its certificate of authority and the Board will notify the transferring Certificate Holder of further requirements, if any. The Board may impose further requirements on the Transferee and will notify the Transferee of further requirements, if any. The transferring Certificate Holder and Transferee hereby certify that he or she has complied with each of the above requirements.

**WITHIN TWENTY (20) BUSINESS DAYS AFTER THE APPROVAL OF THE TRANSFER OF THE PRENEED CERTIFICATE OF AUTHORITY, THE TRANSFEEEE SHALL RETURN THE CURRENT CERTIFICATE OF AUTHORITY TO THE ALABAMA BOARD OF FUNERAL SERVICES.**

**Signatures**

I, as the Transferee or the representative authorized to sign below on behalf of the Transferee, certify that the above information is true and correct to the best of my knowledge and belief. Both Transferee and current entity holder 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 Transferring Certificate Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Transferee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**APPROVAL OF PRENEED COA TRANSFER:**

\_\_\_\_\_  
Signature of the Executive Director

\_\_\_\_\_  
Date Transfer Approved

**This application must be accompanied by the payment of a \$132.00 non-refundable application fee.**

ATTENTION: If additional information is required by the Board of Funeral Services, the requested information must be provided within twenty (20) business days from the date of the request. Failure to respond timely may result in a denial of your application.