Print Form

HAWAII INSURANCE DIVISION

Adding a Designated Representative from the Business Entity's License

Name of business entity as it appears on the Hawaii license certificate	
HI License No.	HI Entity ID

ADDING A DESIGNATED REPRESENTATIVE

For a resident business entity producer only - The business entity named above is adding the individual(s) listed below as Designated Representative(s) to their license. Attach a copy of each individual's Hawaii license. If the individual is named as a Designated Representative for another business entity, submit one of the acceptable documents below:

1. Organization chart: Must show entity that directly or indirectly controls another entity, or is directly or indirectly controlled by another entity (an example could be a parent company and a subsidiary company) AND at least half of the voting shares of each company are owned by the same person, legal entity, or corporation ; **OR**
2. Submit Form Affiliation for DRLP (Download the "Form for DRLP Affiliation" at https://cca.hawaii.gov/ins/producers/forms/.

	Print name of individual as it appears on the Hawaii license certificate	HI License No.	Signature of new Designated Representative
1.			
2.			
3.			

Signature of Officer

Print Name of Officer

Title of Officer

IMPORTANT NOTE: The changes indicated above will be effective upon receipt in the Hawaii Insurance Division.

Hawaii Insurance Division, 335 Merchant Street - Room 213, Honolulu, Hawaii 96813		
Website: http://insurance.hawaii.gov	FOR MORE INFO	phone: 808-586-2788
E-mail: InsLic@dcca.hawaii.gov		fax: 808-587-6714

Form ADR (Rev. 06/06/2022)