



Commonwealth of Kentucky  
Department of Insurance  
Mayo-Underwood Building, 500 Mero Street 2SE11  
Frankfort, KY 40601  
P.O. Box 517  
Frankfort, KY 40602  
502-564-6082 FAX 502-564-4604

## Instructions For Safekeeping Deposits

1. Per KRS 304.8-180, a Corporate Resolution authorizing at least two officers of the Company to approve all future investment transactions should be submitted to the Department of Insurance.
2. Send in an Election Form (Form 140) designating the company's choice of the custodian bank and the signatures of the two officers designated to order security transactions. The two officers must be the same as those authorized in the Corporate Resolution. (The Election form can be obtained from the Office's web site, <http://insurance.ky.gov> Go to *Forms & Documents* and then on next page select Financial Standards and Examination Division.) You will find the forms under the deposit section.
3. Send in three original copies of the Safekeeping Agreement (Form 825). Your Company should execute all three copies, return all copies to the Department of Insurance. The Safekeeping Agreement, in triplicate, will be signed by the Department of Insurance and will be forwarded to the approved custodian bank of your choice for signature. One completed copy will be returned to you. The Safekeeping Agreement can also be obtained from the Web site.
4. Also obtain from the Department's Web site the Securities Transaction Sheet (Form 144), which will be used in placing securities under safekeeping. This form should be completed in quadruplicate, reflecting the amount and description of securities to be deposited under safekeeping. Under Part A-Company Request, (Name of Bank) should be the approved custodian bank in Kentucky. A copy of the Form 144, as executed by the Department of Insurance and an official of the custodian bank, will be forwarded to your Company when the transfer of securities has been completed.

**Note: All of the above forms after completion are to be mailed to, the attention of Rob Doctrow, Financial Standards and Examination Division to the contact information provided above.**

**SECURITIES ARE TO BE FORWARDED DIRECTLY TO YOUR DESIGNATED CUSTODIAN BANK AND NOT TO THE DEPARTMENT OF INSURANCE.**