



P.O. Box 1287, Latham, NY 12110

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## Policy Administrator – Designation and/or Change Form

You are your own Policy Administrator, unless you designate another party. As a service to you, the insured, your policy allows you to designate a Policy Administrator. Please take time to read and understand the authority granted by such a designation.

If you designate a Policy Administrator, that party will be displayed on the Declarations Page or Endorsement.

[www.mlmic.com](http://www.mlmic.com)

\*Policy Administrator means the person or organization designated in the Declarations Page. Designation as a Policy Administrator confers no coverage.

**The Policy Administrator is the agent of all Insureds herein for the paying of Premium, requesting changes in the policy, including cancellation thereof and for and any return Premiums when due. By designating a Policy Administrator each Insured gives us permission to release information about each such Insured, your practice or any other information that we may have to such Policy Administrator. Your Policy Administrator may also elect to receive and access policy forms and notifications electronically.**

### NOTICE:

The election of Policy Administrator can only be changed by the Insured. However, the current PA, other than the Insured, may rescind their status, allowing the PA role to revert to the Insured or their new designee.

1. The Insured can notify us to change the Policy Administrator by written notice. When such a change is requested we will send notification of the request, including the date of the change, to the individual parties. Once the change in Policy Administrator is made, all rights will be given to the new Policy Administrator as of the effective date of the change.

2. Either the Policy Administrator or the Insured may elect to change or terminate coverage.

3. All cancellation, non-renewals and extended reporting endorsement notices will be sent to both the current Policy Administrator and the Insured at the address shown in the policy. The address of the Policy Administrator becomes the address to which all legal notices will be sent.

4. MLMIC Insurance Company is not a party to any agreement between you and your Policy Administrator.

5. By signing this form, the Policy Administrator, indicated below, accepts their role and agrees to notify us in writing in the event they decide not to continue in this capacity

Print Name of Insured: \_\_\_\_\_

NYS License No.: \_\_\_\_\_ Effective Date of this designation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Policy Administrator\*: \_\_\_\_\_ Taxpayer Identification Number (TIN): \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Would you like your policy issued with the same anniversary date as the Policy Administrator?  Yes  No

Address: \_\_\_\_\_

Billing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### In Witness Whereof, I sign my name:

Signature of MLMIC Insured: \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Policy Administrator (PA) \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_  
(if an organization – signature of authorized party & title)