



STATE OF WEST VIRGINIA
Offices of the Insurance Commissioner
Company Analysis and Examinations Division

**Requirements and Procedures for Filing Amendments to
the Articles of Incorporation and/or Constitution or Bylaws
of a Fraternal Benefit Society**

Per WV Code §33-23-13(d), “Every foreign or alien society authorized to do business in this state shall file with the commissioner a duly certified copy of all amendments of, or additions to, its articles of incorporation, constitution or laws within ninety days after the enactment of same.”

If a Fraternal Benefit Society has an amendment to their Articles or Bylaws, the State of West Virginia will accept the NAIC’s UCAA Corporate Amendments Application (either online or via regular mail to our office).

Please submit the following to either address above:

- A fully executed Corporate Amendments Checklist (Form 1C)
- A fully executed Corporate Amendments Application (Form 2C)
- A certified copy of the Amended Articles of Incorporation and/or Bylaws
- A copy of the Amended Articles of Incorporation and/or Bylaws approval from the Applicant’s state of domicile insurance department
- Filing Fee**

****Per WV Code §33-23-2, there are no filing fees due with the submission of these copies****

Accredited by the National Association of Insurance Commissioners