

Special Bulletin

DATE: April 27th, 2005

TO: All Pennsylvania Resident and Non-Resident Surplus Lines Licensees

FROM: Kenneth A. Rudert – Executive Director *KAR/cmu*

SUBJECT: Revised PA Surplus Lines Filing Procedures and Manual

PSLA is pleased to announce that a [revised version of the PSLA Procedures Manual](#) is now available to all Surplus Lines Licensees. This manual describes **significant changes** to PSLA's filing submission process. These changes are effective immediately and will reduce the amount of information and volume of paperwork required of Surplus Lines Licensees. A summary of these changes includes:

- The four existing Surplus Lines Licensee Affidavits/Declarations (1609SLL, 1609-B, 1610-A and 1610-B) have been consolidated into a single Affidavit/Declaration format (SLL Affidavit).
- A filing copy of the policy is **no longer required** as a component of the Filing Submission process (with the exception of multi-year and Export filing submissions). Copies of endorsements are still required.
- For those placements which qualify as "Export" filings, a 1604-E Reporting Form is now available for submission in conjunction with a copy of the declaration page, cover note, binder or filing copy of the policy.
- For those filings submitted under a Binder number (instead of Policy number), a Binder/Policy Update form must now be used to report Policy Numbers which replace originally submitted Binder numbers.

In addition, this revised manual has been expanded to include:

- The process for obtaining a PSLA Customer ID number
- Endorsement submission requirements (a copy of all A/P, R/P, and specified non-premium bearing endorsements are required)
- Filing Return guidelines

All new and revised forms and Affidavits are available for [download from our website](#) (in .pdf and .doc format). They are also available in a new "On-Line" format. The [On-Line Affidavits](#) provide all visitors to the PSLA website (www.pasla.org) with the ability to create and print the Affidavits directly from our website. The printed SLL Affidavit can then be reviewed and signed by the Surplus Lines Licensee and mailed to PSLA. Likewise, the printed Producer Affidavit (1609-PR) can be reviewed and signed by the duly licensed Producer.

Given the broad scope of PSLA's filing procedure changes, we urge all Surplus Lines Licensees and support staffs to read through the revised Procedure Manual **in its entirety**. In addition, we caution all Surplus Lines Licensees to remember the following: although the filing process described in the revised Procedures Manual (version *mm.dd.yy*) has greatly reduced the level of data collected by PSLA, **the requirements contained in Pennsylvania Surplus Lines Law and Regulation have not changed**. Links to current Pennsylvania Surplus Lines Law and Regulation can be found on the home page of PSLA's website (www.pasla.org).

These revised filing procedures and tools will make a more efficient process for both Surplus Lines Licensees and this Stamping Office. As always, PSLA is available by phone Monday through Friday, 8:30 am to 5:00 pm E.S.T. at 610-594-1340 to address any questions concerning filing procedures.