



BULLETIN

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DATE: May 21, 2012
TO: All Surplus Lines Agencies
FROM: Kenneth A. Rudert, Executive Director
SUBJECT: Section 1615 (c) Compliance – Agency License Report

As stated in [Section 1615 \(c\)](#) of the Pennsylvania Surplus Lines Law, resulting from the Act 14 amendments that became effective September 20, 2010, “Business entities that are licensed as Pennsylvania insurance producers shall be eligible to be surplus lines licensees, if the business entities do all of the following:

- (1) Designate one or more officers or partners licensed under this article to be responsible for compliance with all reporting and recordkeeping required by this article.
- (2) Provide to the department a list of all surplus lines licensees associated with and placing surplus lines business through the business entity. The business entity shall provide to the department an updated list of licensees within five (5) business days of a change in association of any licensee. The list shall be available at all times for inspection by the department.”

In an effort to assist business entities to comply with this requirement, PSLA created an Agency License Report process available through our Electronic Filing System (EFS). This report was designed to assist the designated officers or partners responsible for compliance with reporting and recordkeeping of all individuals joining and/or leaving an entity under the provisions of the Act 14 amendments. The report lists the individual surplus lines licensee(s) currently associated with an agency surplus lines license number and sorts them by their Customer ID number(s). It will still remain to be the licensees’ responsibility to submit and maintain the list with the Insurance Department, Bureau of Licensing and Enforcement, as required in Section 1615 (c) of the Surplus Lines Law.

Due to access and responsibility requirements, business entities interested in utilizing this process will need to have the qualifying active officer complete an authorization form which includes the assignment of a compliance officer. If you are interested in utilizing the Agency License Report please contact Maureen Thomas at 610-594-1340, ext.138 or agencyservices@pasla.org.

Individual surplus lines licensees associated with and placing surplus lines business through a business entity must be affiliated with the business entity before they can be associated with a [PSLA Customer ID](#) and submit filings through the [PSLA Electronic Filing System](#). If the individual did not include the business entity on the original license application, the principal of the business entity should fill out the [Add or Remove Surplus Lines Affiliation](#) form and submit it to the Insurance Department as required by Section 1615 (c).

KAR/ds