



PENNSYLVANIA SURPLUS LINES ASSOCIATION

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SPECIAL BULLETIN

DATE: February 22, 2006

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

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

SUBJECT: Update on PSLA Filing Procedures

In an effort to improve efficiency of our office and service to our Licensee community, the PSLA Stamping Office has implemented an enterprise document and fax management system. All filing related paperwork received by our office is now scanned and processed in image format. With this come the following two changes to our filing process:

Ability to Submit Filings via Fax

I'm pleased to announce that, effective immediately, PSLA has received approval from the Pennsylvania Insurance Department to accept any filing related submissions via fax. (PSLA will still accept hard copy filing submissions via mail). Acceptable submission items include:

- New Filings
- Endorsements
- Returned Filings and Endorsements (containing corrections)
- Monthly 1620 Reports
- Copies of annual Gross Premium Tax reports (RCT-123)

When sending filings to our office via Fax, please follow this procedure:

- Include a cover page with each fax transmittal identifying your name, contact phone number, PSLA Customer ID number, and total number of pages being sent. Please include the name of the person who should be contacted if something needs to be refaxed.
- Group "New Filing" submissions following the "Order of Paperwork" described on page 14 of our current Procedures Manual:
 1. SLL Affidavit
 2. Applicable attachments (1606-A and/or 1609/1610-SH)
 3. 1609-PR (if applicable)
- When sending multiple items, please group similar submission items into separate fax transmissions (in other words, send all New Filings in one fax transmittal, send Endorsements under a second transmittal, etc.).
- Do not send more than three items in any one transmission. This will make it easier for you to resend a transmission if one of the pages is illegible.

- Please make sure the documents you are faxing are “clean” in hard copy format. Smudged text or dark backgrounds are not legible once faxed. Illegible faxes will not be accepted.

Filing Items Requiring Correction Now Returned via Email

In addition to our ability to receive Filings via fax, all filing submission items containing errors are now being returned for correction via email (to the individual identified as the “Filing Contact” for your customer ID number).

Due to a process overlap, a few of you have received electronic “reminders” for filing return items you already returned. To ensure processing accuracy, we ask that you resubmit the corrected paperwork (even if you have already returned it) via fax or hard copy mail (PSLA cannot accept any new or corrected filing information via email at this time). As always, be sure to include the Filing Return cover letter on top of each corrected item. We appreciate your help as we transition to this new process.

We hope you find our new fax and email capabilities to be an efficient method of sending filing information to PSLA. If you have any questions or concerns regarding these updates, please do not hesitate to contact our office.