

FLORIDA SURPLUS LINES  
SERVICE OFFICE

BULLETIN: 2010-03

**TO: FLORIDA SURPLUS LINES AGENTS**

**FROM: CAROLYN M. DANIELS, ASSISTANT DIRECTOR  
FLORIDA SURPLUS LINES SERVICE OFFICE**

**DATE: SEPTEMBER 28, 2010**

**SUBJECT: INSTRUCTIONS RELATING TO MEMBERSHIP, ADDRESS CHANGES,  
LICENSE/APPOINTMENT UPDATES AND RECORD MAINTENANCE**

This communiqué is to remind all licensed and appointed resident and non-resident surplus lines agents of their responsibilities in order to maintain compliance with the Florida Surplus Lines Law, the FLSO Plan of Operation and the Agents' Procedures Manual:

- **Membership** - Any individual, licensed as a surplus lines agent pursuant to §626.927 and §626.9272, Florida Statutes, shall be deemed a member of the Florida Surplus Lines Service Office (FSLSO). Upon becoming licensed and appointed, an agent must register with FSLSO by **going to the website and completing the membership form**. The membership form can be found at: <http://www.fslso.com/membership/register.aspx?o=gl>.
- **Address Change** - FSLSO should be informed within 60 days after a change of principal business or street address, mailing address or email address so all necessary reports and correspondence can be directed properly. You may use ***FORM FSLSO-1*** as found in the Agents' Procedures Manual to notify FSLSO when there is a change in your physical and mailing addresses and/or email address. You may also email changes to [NotifyAS@fslso.com](mailto:NotifyAS@fslso.com). It is extremely important that you remember to update your Surplus Lines Information Portal (SLIP) account as well.
- **Surplus Lines License Self-Appointment Renewals** - All surplus lines self-appointments expire every two years by the end of the agent's birth month. It is the responsibility of agents to make certain their self-appointments are renewed. The Department of Financial Services, Bureau of Agent & Agency Licensing no longer mails or emails renewal notices; therefore, you should become aware of your self-appointment's expiration. **You are prohibited from transacting surplus business without being properly licensed and appointed.**
- **Termination of an Agents Surplus Lines License** - If you decide that you will not renew your surplus lines appointment, or if you surrender your surplus lines license voluntarily, you should notify the FSLSO and the Florida Department of Financial Services, Division of Agent & Agency Services, Bureau of Licensing in writing. **Notifying FSLSO does not replace your obligation to notify the Department of your intentions to non-renew or surrender your surplus lines license.**

- **Transfer Files** - FLSO requires notification if you leave the employment of an agency where you were the countersigning surplus lines agent and you will no longer be responsible for those filings upon your departure. To notify FLSO, you should immediately send a letter via mail, email or fax to FLSO indicating that you are transferring policies to another licensed and appointed surplus lines agent. FLSO will also need a letter from the new agent of record, accepting your policies.

If you leave the employment of an agency without transferring policies to another licensed and appointed surplus lines agent, you are deemed responsible for those policies by statute. FLSO realizes that under certain circumstances you might not be able to properly execute a transfer prior to your departure. If there is no licensed surplus lines agent to take over your policies and the agency will not allow you to maintain those policies, you should contact FLSO immediately for assistance.

- **Filing Transactions** – All premium-bearing transactions placed with an eligible surplus lines insurer, taxable or non-taxable, must be electronically submitted to the FLSO in the format prescribed by FLSO via the Internet, or SLIP, within 30 days from the effective date of coverage. The prescribed file format can be found on the website at: <http://www.fslso.com/software/ftpsubmit.aspx> (FTP Submit) or <https://slip.fslso.com/portal/Common/login.aspx>. (Agent SLIP)
- **Records of Surplus Lines Agents** - Each surplus lines agent shall keep in his or her office in this state, or in the agent's state of residence for a nonresident who does not have an office in Florida, a full and true record for a period of five (5) years of each surplus lines contract, including applications and all certificates, cover notes, and other forms of confirmation of insurance coverage and any substitutions thereof or endorsements thereto relative to said contract procured by the agent.

The records of all licensed surplus lines agents shall be open for examination at all times by the Department or the FLSO without notice and shall be kept available and open for five (5) years after expiration or cancellation of the contract.

- **Affidavit Requirement** - Agents shall on or before the end of the month following each calendar quarter file with the FLSO an affidavit, on forms as prescribed and furnished by the FLSO, stating that all surplus lines insurance transacted by him or her during such calendar quarter has been submitted to the FLSO as required.

The affidavit of the surplus lines agent may be submitted via the Surplus Information Portal (SLIP).

Failure to comply with these requirements may result in referral to the Department of Financial Services for possible administrative action.