

# Memo

**To:** All New Jersey Licensed Producers with Surplus Lines Authority

**From:** Surplus Lines Examining Office

**CC:** Surplus Lines Staff, New Jersey Surplus Lines Association, Raymond Conover  
Assistant Commissioner

**Date:** June 13, 2008

**Re:** **Electronic Filing of Binding Authority Contracts**

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The New Jersey Surplus Lines Law requires that all surplus lines producers file, for informational purposes, copies of binding authority agreements, and any amendments thereto. Over the years, these contracts have been filed hard copy, and the surplus lines office issues a brief acknowledgement letter. During the last several years, some producers have begun to file these contracts electronically, and they also receive an acknowledgment letter.

In our ongoing efforts to achieve greater efficiency with existing staff, we respectfully request that, effective from today forward, all binding authority filings be sent electronically to the attention of [constantine.marcopul@dobi.state.nj.us](mailto:constantine.marcopul@dobi.state.nj.us) with a cc to [steven.zalewitz@dobi.state.nj.us](mailto:steven.zalewitz@dobi.state.nj.us)

We will not issue an acknowledgement letter. Your email will serve as evidence of mailing to the Surplus Lines Office.

For those non-resident producers who have binding authority agreements which cover either all states, or several states, including New Jersey, we will only require that the agreement be filed where coverage is being placed on behalf of New Jersey insureds.

If there are any questions or if clarification is needed, please feel free to call at 609 292-5350, extension 50106 or 50464.