



Dipattamenton Kontribusiyan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guahan

EDDIE BAZA CALVO, Governor / *Maga'lahi*
RAY TENORIO, Lt. Governor / *Tiñente Gubetnadot*

JOHN P. CAMACHO, Director
Akto Direktot
MARIE M. BENITO, Deputy Director
Sigundo Direktot

SURPLUS LINES BROKER APPLICATION CHECKLIST

NAME: _____

License Number: _____

___ Application for Surplus Lines Broker License with \$100.00 fee payable on line via NIPR

___ Proof of Trust Account

___ Police Clearance --of all designated responsible licensed producer (DRLP)

___ Bona fide place of business—if building owned, a letterhead with address will do. If renting, a current lease agreement is required.

___ Audited Financial Statement —unaudited financial statement must be signed by an Accountant and notarized.

___ Tax Clearance—from Gen Licensing, GRT, Income Tax & Collection Branch

___ Surety Bond of \$2,000.00 with the same expiry date of the Surplus Lines Broker License

___ Surplus Lines Insurance Statement for previous years—to be accompanied by the copies of Request for Approval to Insure with Non-Admitted Insurer presented to the Commissioner's office and approved. (submit ONLY the one page approval letter to tally with the total list of insured showing on the Surplus Lines Statement for the year).

___ Service of Suit Clause OR Agreement and Power of Attorney OR Other Court Process

___ 2% Assessment on Commercial and Industrial Liability Premium (use the exclusive Surplus Lines Broker Form)

___ 4% Premium Tax –copy of GRT stamped “paid”.

___ Examination and 4 years experience (ONLY FOR NEW APPLICANTS)

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