



Dipåttamenton Kontribusiyan Adu'ána

DEPARTMENT OF

# REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guáhan

EDDIE BAZA CALVO, Governor Maga'láhi  
RAY TENORIO, Lt. Governor Tifente Gubetnadot

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

## SURPLUS LINES BROKER APPLICATION CHECKLIST

NAME: \_\_\_\_\_

License Number: \_\_\_\_\_

- \_\_\_\_\_ Uniform Application (Individual or Business) for Surplus Lines Broker License with \$100 fee payable to Treasurer of Guam (NEW APPLICANTS ONLY)
- \_\_\_\_\_ National Insurance Producer Registry (NIPR) Application (RENEWAL ONLY) Paid online
- \_\_\_\_\_ Police Clearance of all designated responsible licensed producer (DLRP)
- \_\_\_\_\_ Bona fide place of business (If building owned, letterhead with address will suffice. If renting, current lease agreement is required.)
- \_\_\_\_\_ Audited Financial Statement (unaudited financial statement must be signed by Accountant and notarized)
- \_\_\_\_\_ Tax Clearance from General Licensing, GRT, Income Tax, & Collection Branch (Non Residents need only GRT Clearance)
- \_\_\_\_\_ Surety Bond of \$2,000 for every licensee with the same expiry date of the Surplus Lines Broker License
- \_\_\_\_\_ Service of Suit Clause OR Agreement and Power of Attorney OR Other Court Process
- \_\_\_\_\_ Examination Results and 4 years experience (NEW APPLICANTS ONLY)
- \_\_\_\_\_ Surplus Lines Yearly 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)
- \_\_\_\_\_ 2% Assessment on Commercial and Industrial Liability Premium (The exclusive Surplus Lines Broker Form)
- \_\_\_\_\_ 5% Premium Tax (copy of RECEIVED or PAID GRT)
- \_\_\_\_\_ Proof of Trust Account
- \_\_\_\_\_ Premium Trust Fund Account Report (PFTA)
- \_\_\_\_\_ Continuing Education (Residents only)

CTDc/010219 SLB Checklist