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