

## Memorandum

**To: Alien Surplus Lines Insurers Eligible in New Jersey**

**Re: Annual Filing Requirements**

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To facilitate its ongoing monitoring of the surplus lines market in the state of New Jersey, the Department has established N.J.A.C.11:19-3, Data Submission Requirements for all Licensed Producers with Surplus Lines Authority and Eligible Surplus Lines Insurers.

Pursuant to this regulation, an alien insurer must comply with the following **annual** requirements:

1. By June 1 of each year, utilize SLIP to electronically report all policies/direct premiums written in the year prior related to insureds **for whom New Jersey was the Home State**. If no such business was written in the prior year, a “No Business” report must still be filed in SLIP by the June 1 date.
  
2. Verify the name, title, and contact information of the company’s designated Surplus Lines Information Portal (SLIP) administrator – the individual with whom the Department will routinely communicate regarding electronic submissions of policy data.

Thank you for your attention to this matter. Should you have any questions, please email your questions to [sleo@dobi.nj.gov](mailto:sleo@dobi.nj.gov) or contact William Leach at (609) 940-7428