



LOUISIANA DEPARTMENT OF INSURANCE

**JAMES J. DONELON
COMMISSIONER**

BULLETIN NO. 09-10

**TO: ALL INSURERS AND PRODUCERS LICENSED
TO TRANSACT BUSINESS IN LOUISIANA**

FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE

**RE: APPOINTMENTS AND TERMINATIONS OF INSURANCE PRODUCERS
ELECTRONIC SUBMISSION REQUIRED**

DATE: DECEMBER 1, 2009

In order to streamline operations and to increase efficiency of its regulatory processes, the Louisiana Department of Insurance (LDOI) implements the following changes to its procedures regarding appointments and terminations of insurance producers. The LDOI receives in excess of 550,000 annual requests for revisions to the information maintained in the various LDOI databases including company producer appointments and terminations. Currently the majority of these requests are submitted using paper Forms 1117B, 1170, VA3, and the appointment cancellation form (APTCAN), each of which requires data entry by the LDOI. It has been demonstrated that the electronic submission of information is much more efficient than the handling of paper submissions.

The LDOI currently accepts electronic appointments and terminations exclusively through the National Insurance Producer Registry (NIPR) and its authorized business partners. After January 1, 2010, any appointments or terminations received in paper form will be returned to the submitter unprocessed unless an exception is applicable.

Beginning January 1, 2010, the LDOI will only accept electronic submission requests for the appointment and termination of insurance producers subject to the exceptions enumerated herein.

Exception – The LDOI is making an exception to this requirement for those companies that annually appoint or terminate 15 or fewer producers. Additionally, companies that do not meet the foregoing exception and are unable to meet the January 1, 2010 implementation date should contact the Director of Producer Licensing, Office of Licensing and Compliance, at the LDOI at (225) 342-0860 to request an extension.

NIPR and a list of its business partners can be accessed at http://www.nipr.com/authorized_business_partners.htm and those partners include the following:

Cumberland Licensing Corporation - (401) 333-4805 -

www.cumberlandlicensing.com

Kaplan Compliance Solutions - (800) 428-1324 - www.kaplanccs.com

Nomoreforms - (800) 686-8279 - www.nomoreforms.com

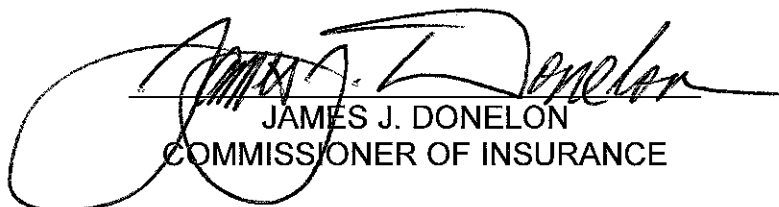
StoneRiver RegEd - (800) 334-8322 - Option 3 - <http://reged.stoneriver.com/>

Sircon Corporation - (877) 876-4450 - www.sircon.com

Systeme Software Inc - (215) 258-5217 - www.cratchit.com

Any questions regarding Bulletin No. 09-10 and this new electronic submission procedure may be directed to the Director of Producer Licensing, Office of Licensing and Compliance, at the LDOI at (225) 342-0860.

Baton Rouge, Louisiana, this 1st day of December 2009.



JAMES J. DONELON
COMMISSIONER OF INSURANCE