

ADDITION/DELETION OF AGENCY EMPLOYEES

To assist the Plan in processing your requests accurately and efficiently, please complete the checklist below and the attached Add/Delete form. Thank you for your cooperation.

Please be advised all employee producers and principals are required to attend the PAIP/CAIP Producer Procedure Course, prior to being added to the certification.

Addition/Deletion of Employee Producers

- Attached Add/Delete form fully completed
- Current copies of Property Casualty Licenses included for each employee
- Copy of PAIP/CAIP Producer Procedure Course Certificate of Attendance

Addition/Deletion of Principals

- Attached Add/Delete form fully completed
- Current copies of Property Casualty Licenses included for each principal
- Copy of PAIP/CAIP Producer Procedure Course Certificate of Attendance
- Copy of Manual Certification of License Status with the principals listed

If an agency principal is being added and/or deleted, you must first notify the Department of Banking and Insurance. Once the change has been recorded with DOBI, please contact the Licensing Division at the DOBI and request a copy of the “Manual Certification of License Status” and include with your request. The telephone number for the DOBI is (609) 292-4337. Please note, that agency principals cannot be added or deleted to your certification list without first notifying the DOBI.

ADDITION(S)/DELETION(S)

Agency Name

Agency License Number

Request the addition/deletion of the following representatives to/from our certification:

Employee Producer Name

License Number

Signature

Employee Producer Name

License Number

Signature

Employee Producer Name

License Number

Signature

Agency Principal Signature

Addition/Deletion of Principals

If an agency principal is being added and/or deleted, you must first notify the Department of Banking and Insurance. Once the change has been recorded with DOBI, please contact the Licensing Division at the DOBI and request a copy of the "Manual Certification of License Status" and include with your request. The telephone number for the DOBI is (609) 292-4337. Please note, that agency principals cannot be added or deleted to your certification list without first notifying the DOBI.

Please be advised all employee producers and principals are required to attend the PAIP/CAIP Producer Procedure Course, prior to being added to the certification.

Request the addition/deletion of the following principals to/from our certification:

Principal Name

License Number

Signature

Principal Name

License Number

Signature

Principal Name

License Number

Signature

Agency Principal Signature

*** Please be reminded, the Plan must receive written verification of agency principals from the Department of Banking & Insurance before requests can be processed.**

Edition Date 07/24/09