



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

OFFICE OF THE COMMISSIONER

PO BOX 325

TRENTON, NJ 08625-0325

TEL (609) 292-7272

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

KENNETH E. KOBYSLOWSKI  
*Commissioner*

### BULLETIN NO. 13-06

**TO: ALL INSURERS TRANSACTING BUSINESS IN THIS STATE**

**FROM: KENNETH E. KOBYSLOWSKI, COMMISSIONER**

**RE: PRODUCER APPOINTMENT PROCEDURES**

The purpose of this Bulletin is to ensure that insurers are aware of the producer appointment renewal procedures outlined in N.J.A.C. 11:17-2.9.

Pursuant to N.J.A.C. 11:17-2.9(a)5, producer appointment notifications shall be renewed with the Department of Banking and Insurance ("the Department") annually on May 1. Insurers shall utilize the online appointment renewal process available through the National Insurance Producer Registry ("NIPR"). The rule further provides that the renewal appointment fee as set forth in N.J.A.C. 11:17-2.12 shall be collected from the insurer. All active appointments on record with the Department as of April 1 of the same year shall be subject to renewal.

Commencing on April 1, 2013, the NIPR website at [www.nipr.com](http://www.nipr.com) will contain the renewal invoices and listings of appointments due for renewal on May 1, 2013. The invoices will not be displayed on the NIPR website after close of business (5:00PM EDT) Friday, May 31, 2013 and those appointments will not renew.

Insurers are reminded that all agency terminations must be posted on NIPR's producer data base before 5:00 PM EDT on March 22, 2013 or they will be included on the renewal invoice. The renewal invoice cannot be altered and the company must provide payment for the full amount billed. Appointments added on or after April 1, 2013 will not need to be renewed in 2013 and will not be reflected on the renewal invoice or list of appointment renewals due.

Beginning April 1, 2013, when the electronic invoices will be available on the website, the appointment renewal process will be as follows:

1. On the Internet, go to [www.nipr.com](http://www.nipr.com)

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2. Follow the links to company appointment renewals and sign-in using your company identifiers: company NAIC number, FEIN, and/or company name.
3. After entering the necessary identifying information, the company may:
  - View the detail report of appointment renewals;
  - Print the Report;
  - Download the Report as text (delimited);
  - Download the Report as XML; and
  - Make electronic payment.

Payment must be made online via credit card or electronic check. Paper check payment is not available.

It should be noted that help screens and NIPR Customer Support are available to guide your staff through the process.

Questions regarding the electronic appointment renewal process or electronic payments should be directed to: NIPR Customer Service at 816-783-8468 or [customerservice@nipr.com](mailto:customerservice@nipr.com). Disputes regarding appointed persons and entities may be directed to the New Jersey Department of Banking and Insurance, Division of Insurance at [inslic@dobi.state.nj.us](mailto:inslic@dobi.state.nj.us) prior to March 29, 2013.

March 22, 2013  
Date

  
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Kenneth E. Kobylowski  
Commissioner

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