

Memorandum

To: All New Jersey Eligible Surplus Lines Insurers
From: Surplus Lines Examining Office
Date: January 11, 2017
Re: Reporting Guidelines for the Surplus Lines Information Portal (SLIP)

The Surplus Lines Examining Office routinely monitors policy information that is entered into the Surplus Lines Information Portal (SLIP) to ensure compliance with New Jersey Surplus Lines Statutes & Regulations. Below is a list of reporting guidelines that many Insurers have not maintained:

- **Policy Number filed on NJ SLIP must exactly match that which is shown on the Policy Declarations page.**

EXAMPLE

Policy # per Declarations Page:	ABC123XYZ	
Policy # filed on SLIP:	ABC123XYZ	Correct
Policy # filed on SLIP:	ABC-123XYZ	Incorrect
Policy # filed on SLIP:	ABC123/XYZ	Incorrect
Policy # filed on SLIP:	000ABC123XYZ	Incorrect
Policy # filed on SLIP:	ABC123XYZ-15	Incorrect*

* The addition of a suffix to represent a year or the # of years reported by the insurer **is incorrect!**

- **If a policy's premium includes off-shore exposures, then the policy is reported in SLIP with only New Jersey premiums**

Pursuant to N.J.A.C. 11:19-3, surplus lines insurers are to report all policies for New Jersey insureds based on the "Home State" rules.

If there are any questions or if clarification is needed, please feel free to contact Shail Mankad or Nadege (Mimi) Pierre-Louis at 609 292-5350, extension 50503 or 50275 or email them at sleo@dobi.nj.gov.