

## DOCUMENTS FOR UPLOAD AT NIPR ATTACHMENT WAREHOUSE:

1. Upload documents at NIPR on separate folder for each category
  - a. 2026-2027 **Entity** Renewal Docs-Broker:
    - i. Entity tax clearance – Form I-9 (good for 3 months)
    - ii. Entity Lease Agreement or Proof of Ownership
    - iii. Audited financial statement or unaudited FS acceptable provided signed by the company accountant and notarized
    - iv. Proof of trust account -copy of bank ending May 30th
    - v. Premium Fund Trust Account (PFTA) report ending may 30th
    - vi. E & O Coverage (**only for Life Insurer**)
  - b. 2026-2027 **DRLP** Broker Renewal Docs:
    - i. Tax Clearance – Form I-9 (good for 3 months from issue date)
    - ii. Police Clearance (good for one (1) month from issue date)
  - c. 2026-2027 **Individual** Broker –(a) and (b) requirements
  - d. 2026-2027 **Entity** Renewal Docs-Surplus lines broker:
    - i. Entity tax clearance -Form I-9 (good for 3 months)
    - ii. Entity lease agreement of proof of ownership
    - iii. Audited financial statement or unaudited FS acceptable provided signed by the company accountant and notarized
    - iv. Proof of trust account -copy of bank ending May 30th
    - v. Premium Fund Trust Account (PFTA) report ending may 30th
    - vi. Surety Bond of \$2,000 with following conditions:
      - a. \$2,000 surety bond for every DRLP of the Entity
      - b. Receipt of the premium for \$2,000 surety bond
      - c. Term of the Bond must coincide with the term of the Surplus line’s license
      - d. If Bond is continuous, copy of Bond still must be uploaded each renewal period
    - vii. **Surplus Lines Yearly Insurance Statement**—this should be Summary of all the previous quarters submission plus the last quarter to complete the 12 months. Yearly insurance statement should be dated June to May of the renewal period. All columns must be properly filled out and subject to audit by the Regulatory Examiners.
    - viii. Service of suit OR agreement & power of attorney OR other court process
  - e. 2026-2027 **DRLP** Renewal Docs-Surplus Lines broker:
    - i. Tax Clearance – Form I-9 (good for 3 months from issue date)
    - ii. Police Clearance (good for one (1) month from issue date)
  - f. 2026-2027 **Individual** Renewal Docs-SL Broker (**d & e requirements**)