



**ARKANSAS INSURANCE DEPARTMENT  
LEGAL DIVISION**

1200 West Third Street  
Little Rock, AR 72201-1904  
501-371-2820  
FAX 501-371-2629

**Bulletin 5-96**

**April 1, 1996**

**RENEWAL OF AGENT/AGENCY APPOINTMENTS**

Effective June 30, 1996, the Arkansas Insurance Department will institute a new procedure for company renewal of agent/agency appointments.

In the past, the Arkansas Insurance Department generated a computer printout of the company's appointments and mailed the printout to the company in May. The company reviewed the renewal and returned the processed printout with the correct funds to the Arkansas Insurance Department for renewal processing before the due date of June 30. In addition all appointments received by the Department after May 15 and prior to July 1 required a triple fee for processing.

The new procedure will be as follows: The printout of company appointments will be generated on June 30, 1996 for Life and Disability appointments. The company will have thirty (30) days to review and process the renewal. The renewal must be returned to the Arkansas Insurance Department and date stamped received by no later than August 1, 1996. Failure to return the renewal by August 1, 1996 will require the company to pay double fees for the renewal.

The Arkansas Insurance Department will process all appointments for Life and Disability appointments until 6-20-96. All appointments received by the Department after 6-20-96 will be processed after 7-1-96 and will require a fee of \$50 for resident appointments and \$120 or a retaliatory fee for a non-resident agent/agency appointment. These appointments will have an effective date of 7-1-96. No triple fee will be required for processing after May 15, 1996.

Attached are outlines of the new renewal procedure and a fee schedule for the new procedure.

Additional instruction for the completion of the renewal form will be mailed with the computer print-out renewal.

**OUTLINE OF RENEWAL PROCEDURES**

- I. ALL LIFE AND DISABILITY APPOINTMENTS RECEIVED IN THE DEPARTMENT AFTER 6-20-96 WILL REQUIRE A DOUBLE FEE AND WILL PROCESSED AND HAVE AN EFFECTIVE DATE OF 7-1-96.
- II. JUNE 30, 1996 – THE ARKANSAS INSURANCE DEPARTMENT WILL PRINT AND MAIL A LIST OF THE COMPANY'S AGENT/AGENCY APPOINTMENTS. THIS LIST WILL CONTAIN ALL APPOINTMENTS PROCESSED BEFORE JUNE 20, 1996.

- III. THE COMPANY WILL REVIEW AND COMPLETE THE RENEWAL AND RETURN THE RENEWAL WITH THE CORRECT FEES TO THE ARKANSAS INSURANCE DEPARTMENT BY NO LATER THAN 8-1-96.
- IV. THE ARKANSAS INSURANCE DEPARTMENT WILL PROCESS THE RENEWAL AND RETURN A PROCESSED COMPUTER PRINTOUT TO THE COMPANY. IF ADDITIONAL FUNDS ARE REQUIRED THE DEPARTMENT WILL REQUEST THOSE FUNDS, BUT IF THE COMPANY HAS OVERPAID THE DEPARTMENT WILL REFUND THE OVERPAYMENT (THE REFUND MUST EXCEED \$20.00)

NEW RATE CHART

Life and Disability

Date Appointment Received	Fee Needed*	Date of Processing
Jan 96 to June 19, 1996	\$20 AR \$60 NRA	Date Received
June 20, 1996—July 1, 1996	\$40 AR \$120 NRA	July 1, 1996
July 1, 1996-June 19, 1997	\$40 AR \$120 NRA	Date Received

\*AR – stands for Arkansas Resident Appointment

\*NRA – stands for NonResident Agent/Agency and is the stated fee or a retaliatory fee.

Property & Casualty

Date Appointment Received	Fee Needed*	Date of Processing
Jan 96 to June 19, 1996	\$40 AR \$120 NRA	Date Received
June 20, 1996—June 30, 1996	\$40 AR \$120 NRA	Date Received
July 1, 1996-June 19, 1997	\$20 AR \$60 NRA	Date Received
June 20, 1997-July 1, 1997	\$40 AR \$120 NRA	July 1, 1997
July 1, 1997-June 30, 1998	\$40 AR \$120 NRA	Date Received

\*AR – stands for Arkansas Resident Appointment

\*NRA – stands for NonResident Agent/Agency and is the stated fee or a retaliatory fee.

Any questions concerning this bulletin should be directed to Fred Stiffler, Jr., Director, License Division of this Department, at (501)-686-2840.

Lee Douglass  
INSURANCE COMMISSIONER