



GEORGIA OCI **INSURER** PROCEDURES MANUAL

UPDATED MARCH 2022



SLIP is part of the Surplus Lines Automation Suite,
a registered trademark of the Florida Surplus Lines Service Office.



Table of Contents

Introduction.....3

I. Contact Information..... 3

II. Insurer Filing Requirements..... 3

III. Financial Solvency Requirements..... 6

IV. Insurer Contact Information 7

V. Georgia Statutes..... 7

VI. News and Information 7

VII. Checklist - Foreign (U.S.) Insurers..... 7

VIII. Checklist - Alien (non U.S.) Insurers..... 7



Introduction

The purpose of the Insurer Procedures Manual is to provide information regarding statutory compliance filings for all surplus lines insurers operating in the state of Georgia.

This manual consists of information regarding contact information, insurer filing requirements and useful tools located on the Georgia Office of the Commissioner of Insurance and Safety Fire (GA OCI) website. This manual is subject to revisions as information/requirements change.

Please read through the manual and do not hesitate to call the GA OCI if you have any questions or need assistance with any of the requirements.

I. Contact Information

Office of the Commissioner of Insurance and Safety Fire

2 Martin Luther King Jr. Dr.

West Tower, Suite 702

Atlanta, GA 30334

800.656.2298

404.656.2070, local

Website address: <https://oci.georgia.gov/regulatory-filings/premium-tax>

Email address: premiumtax@oci.ga.gov

II. Insurer Filing Requirements

Electronic Quarterly/Annual Premium Reports or No Business Notification

Pursuant to Directive 22-EX-1 all foreign surplus lines insurers are required to file quarterly policy information to the Georgia OCI for policy transactions written during the quarter. The submission of data is due no later than 90 days after the quarter ends. Alien insurers are required to file annually by June 30th.

Policy information includes specific information about policies underwritten by the insurer such as policy number, insured, premium (100% of the premium for GA “Home State” policies), effective date (policy), transaction effective date (endorsements), and expiration date. In addition, contact information for the insurer and surplus lines agent for each policy reported is required. Insurer are required to use our online filing platform **Surplus Lines Information Portal (SLIP)** when submitting quarterly or annual premium information to the GA OCI. Morefiling information and instructions are available on the GA OCI oci.georgia.gov/regulatory-filings/premium-tax.

A *No Business* notification is required in lieu of quarterly or annual policy information for



eligible surplus lines insurers not doing business in Georgia. The notification must also be filed through GA OCI's SLIP. It should be submitted quarterly for foreign insurers and filed within 90 days after the quarter ends. Alien insurers are required to file annually by June 30 for the previous calendar year.

In the event of a large volume of business to report, the insurer can use GA OCI XML Batch file format in SLIP. SLIP also provides features that allow search and submission of policy data, the ability to make corrections to data submitted, the ability to report *No Business*, and access to various types of reports.

If you are interested in obtaining an Insurer SLIP account or need assistance, please contact premiumtax@oci.ga.gov.

Information needed includes:

- Name of the Company;
- Company's NAIC number
- Name of person requesting the account;
- Business Address;
- City;
- State;
- Zip Code;
- Country (Alien company's only)
- Phone Number;
- Email Address; and
- A Point of Contact – Name, Email Address, Phone Number.



Insurer SLIP

GA OCI | SLIP
GEORGIA OFFICE OF COMMISSIONERS OF INSURANCE AND SAFETY FUND

Username:

Password:

Remember Me

By logging in, I acknowledge acceptance of the [SLIP Terms and Conditions](#) supplied to me with my user login credentials.
(Cookies Enabled)

[Forgot Password?](#)

**SURPLUS LINES
AUTOMATION SUITE**

The preferred web browsers for SLIP are Chrome, Edge, and Firefox.

FOREIGN: Deadlines for filing the quarterly premium report for foreign insurers or a *No Business* notification, if applicable.

1st quarter – June 30

2nd quarter – September 30

3rd quarter – December 31

4th quarter – March 31

ALIEN: Deadlines for filing the annual premium report for alien insurers or a *No Business* notification:

Annual – June 30th

Please report *No Business* via SLIP in the event no business is conducted in Georgia for the Quarter or Year.



III. Financial Solvency Requirements

§ 33-5-25. Broker to ascertain financial condition of unauthorized insurer prior to placement of insurance therewith; placement of insurance with foreign or alien insurers

(a) The broker shall ascertain the financial condition of the unauthorized insurer before placing insurance with the unauthorized insurer and shall not place surplus line insurance with any insurer who does not meet, according to current available reliable financial information, the requirements provided in subsection (b) of this Code section.

(b) (1) The broker shall so insure only:

(A) With an insurance company domiciled in a United States jurisdiction that is authorized to write the type of insurance in its domiciliary jurisdiction and has a capital and surplus or its equivalent under the laws of its domiciliary jurisdiction which equals the greater of:

(i) The minimum capital and surplus requirements of this title; or

(ii) Fifteen million dollars;

The requirements of this subparagraph may be satisfied by an insurer that possesses less than the minimum capital and surplus upon an affirmative finding of acceptability by the Commissioner. The finding shall be based upon such factors as quality of management, capital and surplus of any parent company, company underwriting profit and investment income trends, market availability, and company record and reputation within the industry. In no event shall the Commissioner make an affirmative finding of acceptability when the unauthorized insurer's capital and surplus is less than \$4.5 million;

(B) With any group of foreign individual underwriters licensed and domiciled in a state or United States territory if such group maintains a trust or security fund of at least \$10 million as security to the full amount thereof for all policyholders and creditors in the United States of each member of the group. If the group includes incorporated and unincorporated underwriters, the incorporated members shall not be engaged in any business other than underwriting as a member of the group and shall be subject to the level of solvency regulation and control by the group's domiciliary regulatory agency as are the unincorporated members; or

(C) With an alien insurer or group of underwriters domiciled outside of the United States, including, but not limited to, any Lloyd's group, that is listed in the Quarterly Listing of Alien Insurers maintained by the International Insurers Department of the National Association of Insurance Commissioners.

(2) An insurer or group of foreign individual underwriters described in subparagraph (A) or (B) of paragraph (1) of this subsection shall annually furnish to the broker a copy of its current annual financial statement and, in the case of a group of foreign individual underwriters,



evidence of compliance with required trust or security fund deposits.

(c) For any violation of this Code section, a broker's license may be suspended or revoked as provided in Code Section 33-5-23.

IV. Insurer Contact Information

Please report any change in:

- *Company name, address, phone number, fax number or contact email address;*
- *Acquisition or merger that involves a surplus lines insurer;*
- *Any voluntary surrender or administrative action that results in the insurer becoming ineligible to:*

Office of the Commissioner of Insurance and Safety Fire

2 Martin Luther King Jr. Dr.
West Tower, Suite 702
Atlanta, GA 30334
404.656.7553, local
Email address: premiumtax@oci.ga.gov

V. Georgia Statutes

The Regulation of Unauthorized Insurers (Title 33, Chapter 5) may be accessed directly from <https://www.legis.ga.gov/>

VI. News and Information

The GA OCI produces electronic newsletters as needed: *eNews*. All SLIP account email addresses will receive these notifications. If you wish to add additional subscribers, please contact us at publicinfo@slasuite.com and request to be add to the Georgia OCI mailing list.

VII. Checklist - Foreign (U.S.) Insurers

- 1) Electronic filing of Quarterly Premium Report - due 90 days after each quarter ends.
- 2) Report No Business via the Surplus Lines Information Portal (SLIP).

VIII. Checklist - Alien (non U.S.) Insurers

- 1) Electronic filing of Annual Premium Report - due no later than June 30th annually.
- 2) Report No Business via the Surplus Lines Information Portal (SLIP).

Please remember to inform the GA OCI of any name changes or changes to contact information or SLIP users.