



National Association of
Professional Surplus Lines
Offices, Ltd.

4131 N. Mulberry Dr., Ste. 200
Kansas City, MO 64116
816.741.3910
F 816.741.5409

UNDERWRITING MANAGER MEMBERSHIP DEFINITIONS & CRITERIA

Definition

Defined as a firm which derives its business from wholesalers and has specific underwriting authority from one or more risk bearing insurers for specified classes of business in designated geographical areas and the companies for whom it underwrites would themselves qualify for Company membership. Underwriting managers that meet all of the NAPSLO membership criteria other than those driven by percentages may qualify for Associate membership.

Criteria

1. Operated as an underwriting manager in the wholesale insurance business under its current ownership and management for at least two (2) years.
2. Has at least one (1) company for which it has underwriting authority which is a NAPSLO member or qualifies for NAPSLO membership as a company member.
3. Derives 51% of its annual premium volume from unaffiliated wholesale brokers/agents.
4. Demonstrates support of the wholesale insurance distribution system.
5. Transacts annual written premiums of more than \$3 million.



UNDERWRITING MANAGER MEMBERSHIP APPLICATION

Thank you for your interest in joining the NAPSLO membership. The information included in this application will be reviewed by NAPSLO’s Membership Committee as required by the Association’s bylaws and is confidential. Submission of this application does not constitute automatic acceptance of membership. *Please do not send dues payment with this application.*

1. Name of Applicant Firm

2. Address _____

City _____ State/Zip _____

3. Applicant Name & Title of Primary Firm Contact

Name _____ Title _____

Telephone _____ Fax _____

E-Mail _____ Web Site _____

4. NAPSLO’s membership criteria requires that the Applicant Firm has operated as an underwriting manager in the wholesale insurance business under its current ownership and management for at least two years. Does the Applicant Firm meet this criteria?

Yes No

Please provide the date the Applicant Firm was established as an underwriting manager in the wholesale industry.

Date _____

5. NAPSLO’s membership criteria requires that the Applicant Firm transacts at least \$3 million in annual premium volume. Does the Applicant Firm meet this criteria?

Yes No

Please list the Applicant Firm’s total premium volume for the last three years.

Year	Premium Volume

6. NAPSLO's membership criteria requires that the Applicant Firm derive 51% percent or more of its annual premium volume from unaffiliated wholesale agents/brokers? Does the Applicant Firm meet this criteria?

Yes No

Please complete the chart for Applicant Firm's premium for the last three years.

Year			
Premium Volume from Affiliated Retail Agents/Brokers			
Premium Volume from Affiliated Wholesale Agents/Brokers			
Premium Volume from Unaffiliated Retail Agents/Brokers			
Premium Volume from Unaffiliated Wholesale Agents/Brokers			
Other			
Total Premium (Should Match Total in Question 5 Above)			

7. NAPSLO's membership criteria requires that the Applicant Firm have underwriting authority for at least one company that is a NAPSLO member or qualifies as a NAPSLO company member. Does the Applicant Firm meet this criteria?

Yes No

Please provide the name of the company or companies that meet this criteria.

8. Is the Applicant Firm owned by an insurance company? Yes No

If yes, please list insurance company's current A.M. Best rating. _____

9. Please provide details of current ownership; including financial affiliations (if any) with any other insurance entity.

10. List all geographical areas in which the Applicant Firm has underwriting authority.

11. Please enclose the latest statutory annual report and/or financial statements for all non-NAPSLO member firms for which the applicant underwrites.

12. List all associations of which the Applicant Firm is a member.

13. List all branch offices. Member firms are required to annually list all branch offices and pay annual membership dues on those offices. An Underwriting Manager branch office is defined as a revenue producing office that is 50% or more owned by the parent firm.

14. Please provide any other information which will help clarify the Applicant Firm's role in the wholesale insurance industry.

Please forward reference form (included in application packet) to your two selected NAPSLO **voting** member firms so they may be completed and mailed or e-mailed by **an executive officer or principal of those firms**. These completed reference forms must be submitted to the NAPSLO office. Reference forms must be submitted to NAPSLO voting members who know you in your current business capacity. A NAPSLO voting member is a wholesale broker, company or underwriting manager member of NAPSLO. NAPSLO associate members may not be used as references. Applications for membership cannot be processed until the above completed reference forms are received at the NAPSLO office.

In making this application for membership to NAPSLO, I do declare the facts given herein are true to the best of my knowledge. I further declare compliance with the membership requirements and I have read and agree to comply with NAPSLO's code of ethics.

NAPSLO CODE OF ETHICS

Members of the Association agree:

1. To maintain high professional standards of efficiency, conduct, integrity, responsibility and services.
2. To exercise the utmost good faith in dealing with their principals, underwriters and assureds.
3. To refrain from maintaining or using the status of the profession, or affiliation with the Association, to attract business for personal financial gain in other lines of endeavor.
4. To refrain from maintaining or using their membership within the Association as a means of taking unfair advantage of competitors, or for any other purpose than those for which the Association is intended.
5. To regard the business of insurance as an unusual opportunity to provide essential services to the public, and to conduct themselves with dignity, courtesy and the highest degree of fairness in their relations with members of the industry and the public at large.
6. To be governed by a spirit of cooperation, helpfulness and frankness in their relationships with fellow members to the end that each shall be better equipped through such cooperative measures and exchange of ideas to better perform and function, and to foster the advancement and prestige of their profession.

7. To comply with applicable surplus lines laws and regulations, maintain necessary licenses and immediately notify the Association of any suspensions, revocation or termination of such licenses.

Signed _____

Title _____ Date _____

DO NOT SEND MEMBERSHIP DUES PAYMENT WITH THIS APPLICATION.
--

Note: A change in ownership necessitates immediate advice of same to the NAPSLO office along with a new completed application.