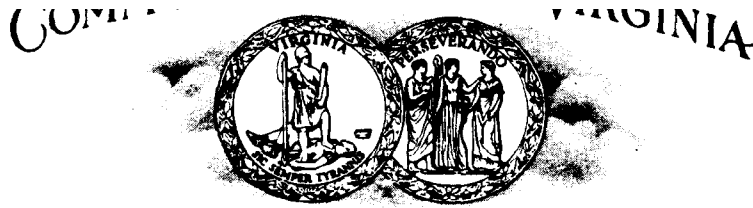


JAMES M. THOMSON
COMMISSIONER OF INSURANCE

THOMAS S. NARDO
FIRST DEPUTY COMMISSIONER



BOX 1157
RICHMOND, VA. 23209
TELEPHONE (804) 786-3741

**STATE CORPORATION COMMISSION
BUREAU OF INSURANCE**

January 10, 1986

Administrative Letter 1986-1

TO: ALL SURPLUS LINES INSURANCE BROKERS

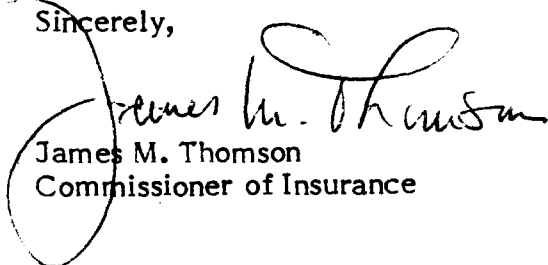
The Bureau of Insurance has implemented a computerized affidavit entry system. Affidavits are now being screened, and recorded by licensee.

We are revising the current monthly report form to coincide with the computerized system. It should facilitate the Bureau's verification of your monthly totals. The revised monthly report, which is filed in addition to the affidavit(s), will be used to record premiums by the calendar month in which a policy is effective.

Please begin using the attached revised report form for all policies effective January 1, 1986, and subsequent thereto.

Please advise us in writing if you have any questions regarding the use of the new form, or the instructions set forth on the reverse side thereof.

Sincerely,


James M. Thomson
Commissioner of Insurance

JMT/kjc

Attachment

INSTRUCTIONS:

1. Monthly Premium Report (SLB-7a) is to be filed in addition to affidavit(s) (SLB-5) for each particular month. For example, a policy with a July 31st effective date would be reported for the month of July.
 2. Report must be filed whether any policies were effected or not. If no policies were effected during report month".
 3. Gross premium (all premiums, dues, fees, and assessments, but excluding premium on the affidavit (SLB-5) must agree with premiums shown on the Monthly Report (SLB-7a). Any changing premium on the affidavit filed are to be reported on the Additional Premium Report.
- The monthly report is verification of the gross premiums shown on the affidavits.
4. When a policy has been written on a deposit or installment basis, report in the COMMENTS column, and include photocopy of previously filed affidavit.
 5. A revised Monthly Premium Report for a prior month must be submitted in the event a policy was effective during a prior month. For example, if several affidavits effective in January were reported on the Monthly Premium Report for February must be submitted.
 6. Copies of Monthly Premium Reports (SLB-7a) must be reproduced for brokers' use.

GROSS PREMIUMS - SURPLUS LINES POLICY

Broker's Name _____

IRS or Soc. Sec. No. _____

Month

Year

NAME OF INSURED	NAME OF UNLICENSED COMPANY	POLICY NUMBER	