



BULLETIN

180 Sheree Blvd., Suite 3100 Exton, PA 19341 TEL: 610-594-1340 EMAIL: PSLABulletins@pasla.org Web: www.pasla.org

DATE: July 23, 2013
TO: All Surplus Lines Agencies
FROM: Kenneth A. Rudert, Executive Director
SUBJECT: Electronic Signature Process for the 1609-PR Form

As a result of inquiries that PSLA received requesting the ability by the Surplus Lines Licensee (wholesaler) to receive a Producer Affidavit (1609-PR) from the Writing Producer (retailer) utilizing an electronic signature, we have explored the possibility of legally being able to accept this process. We understand that this process is quite attractive to all Surplus Lines Licensees and Producers.

Due to this type of electronic signature transaction differing from the transaction between the wholesaler and the retailer or the wholesaler and PSLA, we must ensure that agreements are in place between the parties involved. As PSLA is a third party in this transaction, the electronic signature agreements that may exist between the wholesaler and the retailer (preferably written) do not extend to PSLA and the Writing Producer.

After carefully reviewing the requirements with our legal counsel, and obtaining approval from the Insurance Department, we are pleased to announce that effective immediately the utilization of electronic signatures on the Producer Affidavit (1609-PR) will be acceptable as part of the filing process subject to the following requirement.

For those risks involving electronic signatures, PSLA will require that the Surplus Lines Licensee attach an addendum to the 1609-SLL forming a part of the overall surplus lines filing. A link to the [addendum](#) can be viewed on our website for your utilization on these applicable placements. In addition, in order for us to verify that the 1609-PR form has been signed electronically the following must appear on the signature line of the 1609-PR form “/s/ [writing producer name]”.

KAR/ds