



**STATE OF NEW YORK
INSURANCE DEPARTMENT**
ONE COMMERCE PLAZA
ALBANY, NY 12257

George E. Pataki
Governor

Gregory V. Serio
Superintendent

Circular Letter No. 22 (2002)
October 24, 2002

TO: ALL INSURANCE COMPANIES AUTHORIZED TO APPOINT AGENTS IN NEW YORK STATE
RE: ELECTRONIC APPOINTMENTS

The Department is dedicated to improving customer service and enhancing efficiency and communication with the insurance industry through the use of technology.

In December 2000 the Department began accepting appointments and terminations electronically utilizing the National Insurance Producer Registry's (NIPR) Producer Information Network (PIN). Since that time we have processed 180,000 appointments and terminations electronically. Most recently we have deployed functionality on our web site that allows companies licensed in New York and authorized to appoint agents to make appointments electronically on our web site. This functionality is for the appointment of currently licensed New York agents only.

Given the fact that over 100,000 appointments and terminations are processed annually, this capability provides a substantial benefit for all concerned. It allows for immediate processing and updating of Department records as well as real time confirmation for the appointing company.

In view of the availability and effectiveness of this technology, the Department will no longer accept paper (AGT-1 form) appointments after December 1, 2002.

Individuals authorized to approve/decline agent appointments will be required to log into a secure area of this Department's web site. For login access, companies must have responded to the Licensing Services Bureau letter mailed on March 15, 2002 to all companies authorized to appoint agents in New York State. If the requested information has not been submitted, please contact the Licensing Services Bureau at (518) 474-6630 or e-mail at licensing@ins.state.ny.us.

A company representative authorized to appoint agents in New York State should acknowledge in writing receipt of this Circular Letter no later than November 29, 2002 to:

Clark J. Williams, Assistant Director
Licensing Services Bureau
New York State Insurance Department
One Commerce Plaza
Albany, NY 12257

Salvatore Castiglione

Assistant Deputy Superintendent and Chief
Consumer Services/Licensing Bureaus