

Irlene Torres

From: Irlene Torres
Sent: Wednesday, September 22, 2010 2:46 PM
To: IRHelp; Atlas - C/L AMs; Atlas - C/L Bishop St AAs; Atlas - CCG; Atlas - P/L AM; Atlas - P/L Bishop St AAs
Cc: Kathy Kano; Steve Yamane; Lance Kawano; Nadine Cui
Subject: RE: *IMPORTANT* - Stamping Certificates issued for Surplus Lines Brokers

Thank you to those who asked the question – here is the answer.

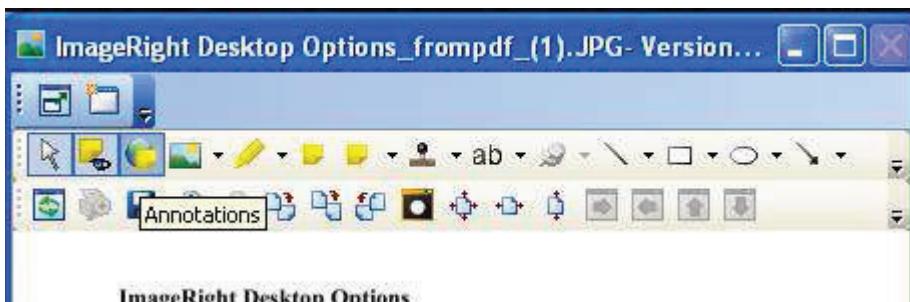
Q: How do I get a “blank” typed text? I only see the SL Stamp.

A: Log off and log back onto IR. You should now see both global annotations - SL Stamp and Blank. Click on the one you want, then click on your document. IR will remember your last selection.

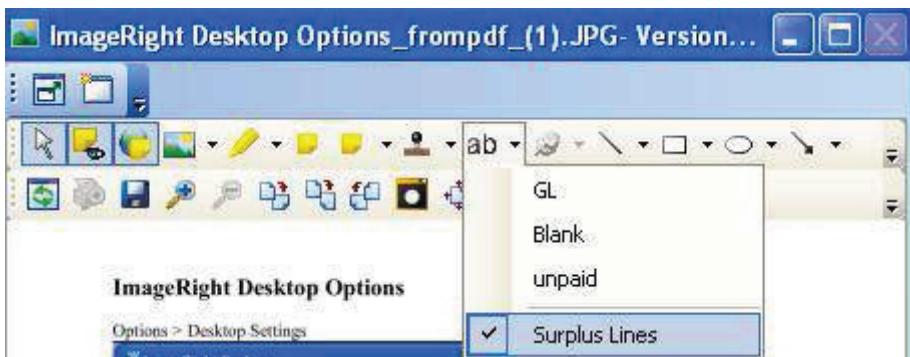
***IMPORTANT UPDATE* Surplus Lines Brokers Stamp in ImageRight**

The SL stamp has been set up in ImageRight and is available for your use. If I've missed any group or person in this email, please forward. A copy of this email will also be posted in Pueo.

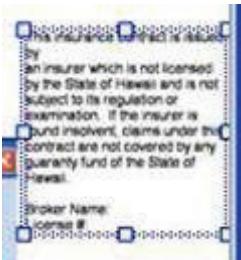
1. Click on the **Global Annotation**  to activate the selection menu.



2. Click on the down arrow on the **Text Box** 
3. Global annotation will appear below a grey line in the **Text Box** menu.
4. Click on **Surplus Lines** annotation.



5. Click on the document and the box will appear.
6. Resize, enter information and place appropriately on the certificate.



7. The stamp reads:

This insurance contract is issued by an insurer which is not licensed by the State of Hawaii and is not subject to its regulation or examination. If the insurer is found insolvent, claims under this contract are not covered by any guaranty fund of the State of Hawaii.

Broker Name: (type in Broker Name)

License #: (type in License #)

Address: (type in address)

If you have any questions, please contact IRHelp@atlasinsurance.com or see your unit manager.

Irlene Torres

Unit Manager, Information Technology

Ph: 808-533-8685

Power of standardization and consistency
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From: Nadine Cui

Sent: Thursday, August 05, 2010 11:31 AM

To: Atlas - C/L AMs; Atlas - C/L Bishop St AAs; Atlas - CCG; Atlas - P/L AM; Atlas - P/L Bishop St AAs

Cc: Kathy Kano; Steve Yamane; Lance Kawano; Irlene Torres

Subject: *IMPORTANT* - Stamping Certificates issued for Surplus Lines Brokers

There has been some confusion about which “surplus lines stamp” should be used when we issue certificates on behalf of brokers. Attached is a policy and procedure that we’ve developed to be sure we are in compliance with the surplus lines law.

To summarize, we should not be using the stamp that shows “Atlas Insurance Agency” unless we are acting as the broker (for example, placements made with Philadelphia when their non-admitted company is used – we are the broker since we deal directly with the company).

As I understand it, there are 3 stamps currently being used (see 2nd attachment). When placement is through RPS Triad, their stamp may be used. The one with no broker showing (“Swett’s”) may be used for all other brokers, however the name, address and license number of the broker must be typed in.

Irlene and I are working on creating a stamp in ImageRight and will advise when completed. Until then, please let me know if anyone needs the stamp with no broker. I will coordinate the ordering of the stamp.

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