



**North Carolina Department of Insurance**  
**Financial Evaluation Division**  
**Financial Analysis Section**  
**1203 Mail Service Center**  
**Raleigh, NC 27699-1203**

**Attention: Company President or United States Attorney-In-Fact for Alien Insurers**

**Re: Annual Application for Renewal of Eligibility as a Surplus Lines Insurer**

Attached is an application for non-admitted insurers seeking to renew their eligibility as surplus lines insurers in North Carolina pursuant to NCGS 58-21-20. The completed application along with payment of a **\$1000** non-refundable renewal fee should be submitted on or before January 1st, to the North Carolina Department of Insurance at one of the addresses noted below.

In order to maintain its status as an eligible non-admitted surplus lines insurer in North Carolina, an insurer must continuously satisfy the provisions of Article 21 of the North Carolina General Statutes. The following filings must be submitted by all eligible surplus lines insurers in North Carolina requesting to renew eligibility pursuant to NCGS 58-21-20:

1. If the insurer's annual statement for the most recent December 31 is filed electronically with the NAIC, the Department will no longer require a hard copy of the annual statement to be filed. However each eligible surplus lines insurer must still file a hard copy of its certificate of compliance and verification of deposit from the state of domicile. Alien surplus lines insurers are expected to file audited financial statements within six months after their fiscal year end. These financial statements should be reported in United States currency.
2. Each eligible surplus lines insurer underwriting service contract reimbursement or contractual liability insurance policies for service agreement companies pursuant to Article 1 of Chapter 58 must file the policies directly with this Department's Property and Casualty Division for approval prior to being used for any purpose in this State - NCGS 58-1-36.
3. Each eligible surplus lines insurer is expected to notify the Department of all corporate changes within the company, including changes in the United States Attorney-in-Fact for alien insurers.

The application and **\$1000** renewal fee should be mailed to the attention of Ms. Teresa Browning to either of the following addresses:

**For delivery by US Postal Service**

NC Department of Insurance  
Financial Evaluation Division  
Financial Analysis Section  
1203 Mail Service Center  
Raleigh, NC 27699-1203

**For delivery by FedEx, DHL, or other Private Carriers:**

NC Department of Insurance  
Financial Evaluation Division  
Financial Analysis Section  
430 N. Salisbury Street  
Raleigh, NC 27603

Any questions regarding the application or filing requirements should also be directed to Ms. Teresa Browning at (919)807-6178 or by email at [teresa.browning@ncdoi.gov](mailto:teresa.browning@ncdoi.gov).