

APPLICANT'S NAME:

LICENSE NUMBER:

BUSINESS EMAIL:

**MANAGERS OR EXCLUSIVE GENERAL AGENT LICENSE  
RENEWAL ADDENDUM**

**INSTRUCTIONS**

**To renew your Manager or Exclusive General Agent's license:**

- 1) Verify the name and license number on the License Renewal Notice.
- 2) If the Licensee transacts business under an assumed trade name, provide the full name in the space below. Individuals cannot assume the name of a partnership or corporation.  
**Trade Name:**
- 3) Attach a listing of all officers or employees who will be acting on behalf of the corporation or partnership.
- 4) Attach a completed IDL-72 and biographical affidavit for each new officer or employee who will be acting on behalf of the corporation or partnership.
- 5) Submit a copy of any new or amended contracts.
- 6) Submit a copy of the annual resolution of the Board of Directors of the Insurance Company approving the agreement, certified by the corporate Secretary.
- 7) Submit an annual statement on revenues and expenses.
- 8) Return the following, by the date specified, to the address on the License Renewal Notice: this renewal addendum, renewal fee, and any necessary attachments.
- 9) We no longer mail licenses. Print a copy of your renewal license from our web site at [www.insurance.pa.gov](http://www.insurance.pa.gov) (click the Services for Producers & Other Licensees link on the left hand side of the home page and then click the Print Your License link).

**MANDATORY BACKGROUND INFORMATION**

**YES NO**

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b>	Since the last renewal, has the applicant or the owners, officers, managers, partners and/or employees who will be acting as a manager or exclusive general agent on behalf of the corporation or partnership of the business entity been penalized or fined, had a license refused, suspended or revoked by the Insurance Department of this state or any other state or province of Canada? <b>(If yes, provide a full explanation on a separate sheet of paper.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b>	Since the last renewal, has the applicant or the owners, officers, managers, partners and/or employees who will be acting as a manager or exclusive general agent on behalf of the corporation or partnership of the business entity been convicted of or pled nolo contendere (no contest) to any misdemeanor or felony or currently have pending any such charges? (For these purposes, misdemeanor does not include minor traffic violations.) <b>(If Yes, provide date, name and address of court, description of charges and outcome on a separate sheet of paper.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b>	Are you familiar with Article VI (d) of the Insurance Department Act of May 17, 1921, P.L. 289, No. 285 (40 P.S. §290 et seq.) which governs managers or exclusive general agents?
<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b>	Is there any dispute with your accounts with any company, agency or insured? <b>(If yes, attach a letter of explanation.)</b>

**MANDATORY APPLICANT'S CERTIFICATION**

I do hereby certify under penalty of perjury that the foregoing statements and information are true and correct and any license issued in consequence hereof shall be contingent upon the truth of these statements. Furthermore, I confirm that I understand fully the insurance laws and regulations of Pennsylvania regarding manager or exclusive general agent (as applicable) activity. **(Note: False statements may result in criminal penalties, administrative enforcement action, or all of the aforementioned.)**

\_\_\_\_\_  
Officer/Partner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer/Partner Name (printed or typed)

\_\_\_\_\_  
Officer/Partner Title (printed or typed)