



**State of New Jersey**  
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*Commissioner*

**BULLETIN NO. 14-03**

**TO: ALL INSURERS TRANSACTING BUSINESS IN THIS STATE**  
**FROM: KENNETH E. KOBYLowski, COMMISSIONER**  
**RE: PRODUCER APPOINTMENT PROCEDURES**

The purpose of this Bulletin is to ensure that insurers are aware of the producer appointment renewal procedures outlined in N.J.A.C. 11:17-2.9.

Pursuant to N.J.A.C. 11:17-2.9(a)5, producer appointment notifications shall be renewed with the Department of Banking and Insurance (“the Department”) annually on May 1. Insurers shall utilize the online appointment renewal process available through the National Insurance Producer Registry (“the NIPR”). The rule further provides that the renewal appointment fee as set forth in N.J.A.C. 11:17-2.12 shall be collected from the insurer. All active appointments on record with the Department as of April 1 of the same year shall be subject to renewal.

Commencing at Noon (12:00PM EDT) on April 1, 2014, the NIPR website at [www.nipr.com](http://www.nipr.com) will contain the renewal invoices and listings of appointments due for renewal on May 1, 2014. The invoices will not be displayed on the NIPR website after close of business (5:00 PM EDT) on June 2, 2014 and those appointments will not renew.

Insurers are reminded that all agency terminations must be posted on the NIPR's producer database before 5:00 PM EDT on March 17, 2014, or they will be included on the renewal invoice. The renewal invoice cannot be altered and the company must provide payment for the full amount billed. Appointments added on or after April 1, 2014, will not need to be renewed in 2014 and will not be reflected on the renewal invoice or the list of appointment renewals due.

Beginning April 1, 2014, the date when the electronic invoices will be available on the website, the appointment renewal process will be as follows:

1. On the Internet, go to [www.nipr.com](http://www.nipr.com);
2. Follow the links to company appointment renewals and sign-in using your company identifiers: company NAIC number, FEIN, and/or company name; and
3. After entering the necessary identifying information, the company may:
  - View the detail report of appointment renewals;

- Print the Report;
- Download the Report as text (delimited);
- Download the Report as XML; and
- Make electronic payment.

Payment must be made online via credit card or electronic check. Paper check payment is not available. It should be noted that help screens and NIPR Customer Support are available to guide your staff through the process.

Questions regarding the electronic appointment renewal process or electronic payments should be directed to: NIPR Customer Service at [abpdirect@nipr.com](mailto:abpdirect@nipr.com). Disputes regarding appointed persons and entities may be directed to the New Jersey Department of Banking and Insurance, Division of Insurance, Joseph McDougal at [joseph.mcdougal@dobi.state.nj.us](mailto:joseph.mcdougal@dobi.state.nj.us) prior to March 29, 2014.

March 4, 2014  
Date



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Kenneth E. Kobylowski  
Commissioner

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