



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
Surplus Lines Division  
500 James Robertson Parkway, 4<sup>th</sup> Floor  
Nashville, Tennessee 37243-1132  
(615) 741-1756

**FOREIGN SURPLUS LINES APPROVAL REQUIREMENTS**

This is in response to your inquiry regarding Surplus Lines requirements in the State of Tennessee.

In order for a company to be considered for approval as an Eligible Surplus Lines carrier this Department must have received all of the required documentation. Once all documents are received, along with a non-refundable \$675.00 review fee, the company will be considered for eligibility by the Department's Surplus Lines Review Committee. Review meetings are scheduled periodically depending on the number of application at that particular time. The documents required are as follows:

1. Letter from a Tennessee licensed surplus lines agent requesting the Department's approval for eligibility.
2. A **non-refundable \$675.00 review fee**, payable to the Tennessee Department of Commerce and Insurance.
3. Company's latest Annual Report. Amounts are to be stated in U.S. dollars.
4. The ultimate owner or parent, including a corporate structure chart indicating percentage of ownership

5. Must meet minimum capital and surplus of a domestic company (\$1,000,000 capital/\$1,000,000surplus) however, if an alien insurer see code 56-14-108(b)(4)TCA. (Alien companies must be listed on the NAIC Quarterly Listing produced by the office.)
6. Copy of the Certificate of Authority to operate from domestic state that would authorize the insurer to write the kind(s) of business that is proposed to be written in Tennessee.
7. Information on how long the company has been in business. (Must have been licensed at least three years), certain exceptions apply. See TCA-56-14-108.
8. Certified copy of the company's latest examination report.
9. All quarterly statements are to be filed when available.
10. The company's proposed plan of operation for the State of Tennessee.
11. Estimated number of agent's that will market policies in Tennessee.

All required documents must be **received** by the Tennessee Department of Commerce & Insurance before consideration may be given to your request; otherwise, the file will be considered incomplete and not eligible for review by this Department's Surplus Lines Review Committee.

If the Company is approved there is a one time \$440.00 listing fee, an annual \$270 filing fee and an annual renewal fee of \$515.00.

If you have any questions regarding the above, please call (615) 741-1756.

Sincerely,

Mark Brothers, Director  
Self-Insurance/Surplus Lines Division

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