

COMMONWEALTH OF MASSACHUSETTS
Division of Insurance

*****SURPLUS LINES SPECIAL BROKERS*****

**NOTICE REGARDING TRANSITION TO ELECTRONIC FILING OF SPECIAL
BROKER FORM BR-7 – AFFIDAVIT BY INSURED**

To increase efficiencies and reduce expenses incurred by Special Brokers in the submission of the *Form BR-7-Affidavit by Insured* (alternatively “Affidavit”) to the Division, the Division has adopted new and improved procedures for filing these forms. **Effective January 1, 2014**, the Division will accept electronic image copies of the *Form BR-7- Affidavit by Insured* as explained below.

In brief, the Division has established an electronic mailbox to which scanned copies of the *Form BR-7- Affidavit by Insured* shall be e-mailed by all Special Brokers doing business in the Commonwealth. Going forward, original “wet signature” copies of the *Form BR-7-Affidavit by Insured* shall be retained by the Special Broker instead of being mailed to the Division. The new filing procedures are as follows:

1. The Special Broker will create electronic copies of the original *Form BR-7- Affidavit by Insured* and give the scanned copies a file name that contains the name of the broker plus the date of the e-mail to the Division. For example, if “Smith Brokers” is to transmit a file on October 12, 2013, the file name would be “SmithBrokers101213”. Due to capacity limitations, a single file should contain no more than 50 scanned *Affidavits*. If there are more than 50 *Affidavits*, additional files must be created with a suffix added to the file name, e.g. “SmithBrokers101213Part2”.
2. The file containing the scanned *Affidavits* should then be e-mailed to the Division’s Special Broker Mail Box Address which is specialbrokeraffidavits@state.ma.us. Once received by the Division, a message acknowledging receipt of the transmission will be e-mailed to the sending broker.
3. It is the responsibility of the Special Broker to maintain a complete and orderly file of the original “wet signature” of the *Form BR-7-Affidavit by Insured* to be made available for inspection or audit by the Division at any reasonable time.
4. Inquiries received by the Division requesting policy information relating to a specific *Form BR-7- Affidavit by Insured* will be referred to the Special Broker for response.
5. Please direct any questions to Frank Pesco, Senior Examiner, Surplus Lines Audit
Phone: 617.521.7415