



## LOUISIANA DEPARTMENT OF INSURANCE

JAMES J. DONELON  
COMMISSIONER

### ADVISORY LETTER 2016-02


**TO:** ALL PRODUCER AGENCIES LICENSED IN THE STATE OF LOUISIANA  
**FROM:** JAMES J. DONELON, COMMISSIONER OF INSURANCE  
**RE:** MANDATORY REGISTRATION BY PRODUCER AGENCIES  
**DATE:** July 7, 2016

The purpose of Advisory Letter 2016-02 is to advise all producer agencies regarding the mandatory reporting requirements of La. R.S. 22:1546 (B). It has been brought to my attention that some producer agencies may be unaware of and are failing to comply with these mandatory reporting requirements. La. R.S. 22:1546 (B) requires producer agencies to register, under its agency license, every member, partner, officer, and director as well as all other individuals personally engaged in the solicitation and negotiation of policies of insurance in the state of Louisiana. Due to the recent enactment of Act 315 during the 2016 Regular Session of the Louisiana Legislature, every person who controls directly or indirectly ten percent or more of the producer agency must be registered under its license. Please also be advised that producer agencies are required to notify the Louisiana Department of Insurance (LDI) within thirty days of the change of status of any registrant. A fine of \$100.00 is mandated for each violation of these requirements.

The LDI has instituted a mechanism through its Industry Access Portal to assist in the timely reporting of this information and compliance with La. R.S. 22:1546 (B). Advisory Letter 2016-02 shall serve to advise all producer agencies of their obligation to comply with the registration requirements of La. R.S. 22:1546 (B) by either filing through the LDI Industry Access Portal and associated modules located on the LDI website at [www.ldi.la.gov](http://www.ldi.la.gov) or, as an alternative, by filing a written Affiliations Form with the LDI. The Affiliations Form may also be found on the LDI website.

All producer agencies are advised to bring their business practices into compliance with the purpose and intent of La. R.S. 22:1546 (B) and Advisory Letter 2016-02. Questions regarding Advisory Letter 2016-02 and its application should be directed to the Louisiana Department of Insurance, Office of Licensing at (225) 342-0860.

Baton Rouge, Louisiana this 7<sup>th</sup> day of JULY 2016.

  
JAMES J. DONELON  
COMMISSIONER OF INSURANCE