



## LOUISIANA DEPARTMENT OF INSURANCE

JAMES J. DONELON

COMMISSIONER

### ADVISORY LETTER 2016-02 (REVISED AND REISSUED)

**TO: ALL BUSINESS ENTITIES ACTING AS INSURANCE PRODUCERS  
LICENSED IN THE STATE OF LOUISIANA**

**FROM: JAMES J. DONELON, COMMISSIONER OF INSURANCE**

**RE: MANDATORY REGISTRATION OF BUSINESS ENTITIES ACTING AS  
INSURANCE PRODUCERS**

**DATE: AUGUST 31, 2020**

Advisory Letter 2016-02, originally issued on July 7, 2016, is being revised and reissued to conform with amendments to La. R.S. 22:1546. The purpose of Advisory Letter 2016-02 is to advise all business entities acting as insurance producers regarding the mandatory reporting requirements of La. R.S. 22:1546(B).

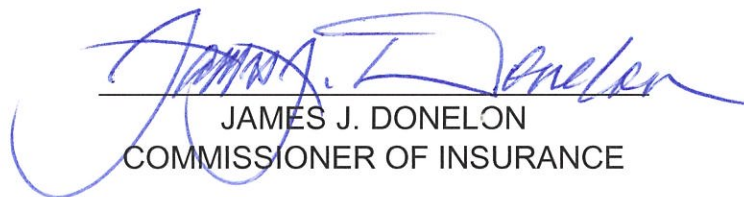
La. R.S. 22:1546(B) requires business entities acting as insurance producers to register, under their agency licenses, every member, partner, officer, and director, as well as other individuals personally engaged in the solicitation and negotiation of policies of insurance in the state of Louisiana. Additionally, every person who controls directly or indirectly ten percent or more of a resident business entity must be registered under the business entity's license. Upon request from the Louisiana Department of Insurance ("LDI"), non-resident business entities must provide the name of every member, partner, officer, director, and person who controls directly or indirectly ten percent or more of the non-resident business entity. Please also be advised that business entity licensees are required to notify the 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. 1546(B). Advisory Letter 2016-02 shall serve to advise all business entities acting as insurance producers 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 business entities acting as insurance producers 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.

If there are any questions regarding this Advisory Letter, please contact the Deputy Commissioner for the Office of Licensing, electronically at [public@ldi.la.gov](mailto:public@ldi.la.gov).

Baton Rouge, Louisiana, this 31st day of August, 2020.



JAMES J. DONELON  
COMMISSIONER OF INSURANCE