



NGL Insurance Group

Contracting Checklist

1. _____ **Broker or General Broker Agreement**
This must be completed online, printed, signed, dated and returned to the Managing Broker for signature. Then forwarded to the NGL Home Office for authorization. Once the appointment is completed, an authorized copy will be returned to the producer via mail.
2. _____ **Commission Schedule**
A copy must be included with the contract when mailed to NGL with the level noted on the signature page of the contract. (Obtain from your Managing Broker)
3. _____ **Copy of Current State License(s) that the Broker will be appointed for**
4. _____ **Non-Resident Appointment Fees** (if applicable)
NGL will pay the appointment fees in the resident state only. If applying for appointments in other non-resident states, be sure to include a check or money order for the appropriate fee amount(s) with the copy of non-resident license(s). Once in receipt of the fees we will submit the appointments from our home office.
5. _____ **Errors & Omissions** (if applicable) Yes No
Please provide a copy of your E & O Certificate of Insurance coverage detailing the following:
Carrier Name _____ Policy No. _____
Effective date: _____ Renewal date: _____
Coverage: \$ _____ \$ _____
(Liability per occurrence) (Annual Aggregate)
6. _____ **Assignment of Commissions Form** (Optional)
This form is used if commissions are not paid to the Broker, but to the Broker Manager, Agency or other entity.
7. _____ **Reserve Account Amendment and Authorization Form** (Optional)
Signatures required for both Broker and the Managing broker.
8. _____ **Compliance Manual** (for your information and will not need to be returned with the contracting forms to NGL)

Please return all documents to your Managing Agent for signature and authorization.