

**191—10.16(515K,522B) Appointment renewal.**

**10.16(1)** On or about December 1 of each year, the division or its designee will deliver reminders to insurance companies that appointment renewals are imminent. Appointments must be renewed electronically via the NIPR Gateway at [www.NIPR.com](http://www.NIPR.com).

**10.16(2)** On or about January 2 of each year, a list of the producers currently appointed with each insurance company and a billing statement will be provided to each insurance company via the NIPR Gateway. The billing statement must not be altered, amended or used for appointing or terminating producers.

**10.16(3)** Payment is due on or before March 1.

**10.16(4)** Failure to pay renewal appointment fees by March 15 will result in termination of a company's appointments. Appointments that are terminated due to nonpayment of renewal fees may be reappointed using the NIPR Gateway.

**10.16(5)** Insurance companies must file the name, address, and electronic address of a contact person for the company, to whom the appointment renewals will be sent. Insurance companies must notify the division if a change of the address of such contact occurs. If an insurance company fails to notify the division of such a change of address, the insurance company must pay a \$100 fee.

[**ARC 7836B**, IAB 6/3/09, effective 7/8/09; **ARC 4910C**, IAB 2/12/20, effective 3/18/20; **ARC 6338C**, IAB 6/1/22, effective 7/6/22; **ARC 6548C**, IAB 10/5/22, effective 11/9/22]