

**COMMONWEALTH OF MASSACHUSETTS  
Office of Consumer Affairs and Business Regulation  
DIVISION OF INSURANCE**

Date: October 26, 2018

To: All Licensed Massachusetts Surplus Lines Special Brokers

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

The Division of Insurance uses an electronic mailbox to which scanned copies of the *Form BR-7- Affidavit by Insured* are to be e-mailed by all Special Brokers doing business in the Commonwealth. Original “wet signature” copies of the *Form BR-7-Affidavit by Insured* are to be retained by the Special Broker. 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, 2018, the file name would be “SmithBrokers101218”. 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. “SmithBrokers101218Part2”.

**REMINDER:**

**IT IS EXTREMELY IMPORTANT THAT THE FILE NAME GIVEN EACH TRANSMISSION FOLLOWS THE ABOVE INSTRUCTIONS.** The DOI is receiving a number of submissions from a variety of brokers where each transmission has the same file name, e.g., “Affidavits” or “Form BR-7”, etc. Our electronic filing system requires that each file sent to us have a separate and distinct name per the above instructions.

Please direct any questions to the Surplus Lines Audit Section at 617.521.7348 or email [surpluslinesaudit@mass.gov](mailto:surpluslinesaudit@mass.gov).

Thank you for your cooperation.