

THE SURPLUS LINE ASSOCIATION

OF CALIFORNIA

315 MONTGOMERY STREET

SAN FRANCISCO, 4

THOMAS A. SCADDEN
MANAGER
ROSS MURPHY
ASST. MANAGER

SAN FRANCISCO
TELEPHONE YUKON 6-0763
LOS ANGELES
810 SOUTH SPRING STREET
MADISON 9-2571

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NO. 5

TO PRINCIPAL REPRESENTATIVES OF MEMBERS:

FILINGS - NEW TAG FORM SLA-104A

This circular is of special importance to all members who make filings with the Stamping Office, which is about two-thirds of the entire membership. It will pay you to familiarize yourself with the new tag and then instruct everyone in your office who has anything to do with filings in the proper uses of the new tag.

Since the tag system has been in use the work of the Stamping Office has been speeded up to the point where filings are now being examined practically on a current basis. However, some of the offices are not yet quite in step which tends to create unnecessary extra work both for the Stamping Office and the members themselves. The new tag is in the main not much different from the old one but the principal changes are noted below and the principal commissions of some of the offices are specified.

In the first instance a tag is issued in duplicate, with carbon paper between. Sheet #1 is plainly marked "For Member's File". Sheet #2 (Stamping Office Copy) is for return to the Stamping Office with whatever explanation of supplementary filing is called for. Some members return #1 with notations such as "Will advise in due course" and then later return #2 and thus have no record of the transaction in their own files. NEVER return #1 and don't return #2 until compliance with the tag is complete.

TAGGED FOR: This space has been left blank in the new tag to simplify matters for the Stamping Office. Notations which the examiner makes in this space will usually cross-refer to items on the reverse side of the tag. For example A-#1 means that the tag will be complied with by a letter of declination returned to the Stamping Office with tag sheet #2. B-#2 means that the tag will be complied with by the return of tag sheet #2 with verification in the "REPLY" space, dated and bearing the signature of the member or his authorized representative.

"C" - CALIFORNIA FINANCIAL RESPONSIBILITY ACT: Note especially that the Stamping Office will not follow up tags issued under this head. It is strictly the member's responsibility to comply without further notice from the Stamping Office.

REPLY: For time-saving, use this space wherever possible to comply with the tag. With the carbon paper between sheets #1 and #2 (Stamping Office Copy) longhand replies can be made quickly and a copy retained for the member's file.

SIGNATURE: A tag returned by a member to the Stamping Office is as important as any other filing and the signature of the member or his authorized representative is correspondingly important. An unsigned tag is no good to the Stamping Office. Members should make certain that unauthorized persons are not allowed to sign tags, although the Stamping Office will have to presume that any signature on a tag is authorized by the member.

If a tag calls for the submission of a form, it must be attached to the Stamping Office copy of the tag, signed and returned. If more than one form is called for, the tag should be held until all forms have been obtained.

Remember that the tag is purposely couched in language that is straight to the point solely in the interest of brevity and clarity. Notice the omission of conventional expressions common to polite correspondence and, if you please, consider each item of the tag as a respectful request rather than an arbitrary order. Also in the interest of speeding up the work of the Stamping Office, tags will be written wholly or partly in longhand; and, where possible, members are invited to write replies in longhand (signed) on the return tag.

We suggest that this bulletin be circulated among all persons in your office who have to do with filings.

A handwritten signature in cursive script, reading "Thomas Q. Seadden". The signature is written in dark ink and is positioned above the printed name "Manager".

Manager