

# AIG PROGRAMS MANUSCRIPT ENDORSEMENT REFERRAL SHEET

Please complete all sections that apply to this request.  
If you have any questions please call Product Development Team or email [ProgramsProdDevTeam@aig.com](mailto:ProgramsProdDevTeam@aig.com).

**MANUSCRIPTS MUST BE FILED IN THE FOLLOWING STATES: CA, DC, IN, MO, MS, NV, NH, NY, NC, ND, RI, TX & UT**

## SECTION I

Date Referred:	Date Needed By:
Program Manager/Product Line Manager:	
Program Name:	

## SECTION II - POLICY INFORMATION

Named Insured:			
Named Insured State of Domicile:	Is this a NY Free Trade Zone policy?	Yes	No
Policy Number:	New Business	Renewal	
Policy Period:	Endorsement Effective Date:		
Base policy form number(s) and edition date(s) to be amended:			
Endorsement form number(s) and edition date(s) to be amended:			

## SECTION III - MANUSCRIPT INFORMATION

Is this a manuscript request to reuse a previously approved manuscript form number?	Yes	No
List manuscript form number(s):		
How is this manuscript intended to be used?	ADMITTED	SURPLUS LINES
	BOTH	CANADIAN
Identify lines of business involved. Check all that apply and enter the number of manuscript forms in each category.		
General Liability (15)	Professional Liability (29)	Medical Malpractice (29)
Property (11)	Crime (25,34)	Inland Marine (13)
Commercial Auto (20,22)	Umbrella (37)	Lawyers Non-Bureau (36)
Other: _____		
Provide a complete description of the <b>underwriting intent</b> for manuscript wording including how the manuscript wording differs from the coverage form or standard endorsement wording and what risk exposure this manuscript endorsement will address.		
Could this manuscript be used for other accounts in this program or for other programs within the Division?	Yes	No
Explain:		
If this manuscript involves Commercial Auto, list all States where vehicles are garaged:		
Does this manuscript endorsement have a premium charge?	Yes	No

**PLEASE ATTACH: COPY OF THE POLICY DEC PAGE TO WHICH THE MANUSCRIPT ENDORSEMENT WILL ATTACH AND WORD DRAFT VERSION OF MANUSCRIPT ENDORSEMENT**

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## SECTION IV - REQUIRED SIGN-OFFS

<p>Manuscript Endorsement Request Approved</p> <p>Product Line Manager Signature: _____</p> <p>Comments:</p>		
<p>Manuscript Endorsement Request Approved</p> <p>Product Line Officer Signature: _____</p> <p>Comments:</p>		
<p>Manuscript Endorsement Completed and Approved for Use by the Legal Department</p> <p>Division Counsel Signature: _____</p> <p>Division Counsel Comments:</p>		
<p>The relevant jurisdiction's law governing manuscript endorsements has been reviewed and this manuscript endorsement may proceed as follows:</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center; padding: 5px;">Manuscript exempt from filing</td><td style="width: 50%; text-align: center; padding: 5px;">Manuscript must be filed</td></tr></table> <p>Product Development Signature: _____</p> <p>Product Development Comments:</p>	Manuscript exempt from filing	Manuscript must be filed
Manuscript exempt from filing	Manuscript must be filed	

## SECTION V - GENERAL COMMENTS