Frequently Asked Questions—Broker of Record Changes

Does Curi accept Broker of Record changes?

Yes, Curi accepts Broker of Record ("BOR") Letter requests on existing business and on new business submissions. New business submission is defined as having submitted a correct and complete application, an updated roster, loss history information, and a valid FEIN number.

What information, if any, must be included in the Broker of Record change request?

All BORs must be dated, signed, and addressed to the Company and submitted on the policyholder's organization letterhead matching the named insured/policyholder on the policy declarations page. The letter should include the Authorized Representative's title and all active policy numbers applicable to the request.

Which authorized representative can sign a BOR change request?

Curi will only accept BORs signed by an individual authorized by the policyholder. An Authorized Representative is an individual authorized by the policyholder to make decisions regarding medical malpractice insurance coverage and execute policy applications.

As the incumbent broker, will I have an opportunity to rescind the BOR?

Curi allows the incumbent broker 7 business days from the date of notification to obtain a signed rescission from the client. If a rescission is not received after 7 days, Curi will recognize the new broker as the servicing broker effective immediately.

How will commission payments be handled for new and incumbent brokers?

For BOR requests received within 30 days of the renewal effective date, commission entitlement for the upcoming renewal policy term shall remain with the incumbent broker, including any tail endorsements issued during that policy term. The new broker will become eligible for commissions beginning with the subsequent renewal policy term.

How far in advance of a policyholder's renewal will Curi accept a BOR change?

For renewing policies, BOR requests must be received no later than 7 business days before the policy effective date.

Can a policyholder change brokers multiple times during a policy term?

No. Curi allows **one** BOR request and **one** rescission per account or submission during a policy term or quoting cycle. Curi reserves the right to review and approve additional requests when circumstances warrant.

Does Curi accept Broker of Record changes on business written directly with Curi?

No. BOR requests are not permitted on direct-written business.

Are BOR requests for accounts moving from retail to wholesale allowed?

BOR requests involving movement from retail to wholesale are not permitted on admitted business.

How do I submit a Broker of Record change request?

Please submit any BOR requests and changes via email to BOR.requests@curi.com.

For more information on Curi's BOR Guidelines, please click to see the full BOR Guidelines.