

# Southern General Agency Inc.

## Producer Agreement Addendum: Electronic Signature, Policy Delivery, and Document Retention

Date

Herein after referred to as Effective Date

Producer Corporate Name

Herein after referred to as Producer

Owner Name

Herein after referred to as Owner

Producer Mailing Address

Herein after referred to as Mailing Address

State Of Operation

Herein after referred to as Authorized State

This addendum to the Producer Agreement is entered into on the Effective Date by and between Southern General Agency on the one side (herein after referred to as SGA) and the Producer and Owner on the other side.

Whereas SGA wishes to modify the Producer Agreement and replace in entirety the following section:

### **3. Producer will:**

1. Maintain in effect all licenses required by the Authorized State.
2. Allow inspection of Producer's books and records related to business placed with SGA.
3. Comply with only risks that meet the guidelines in the SGA Underwriting Manual.
4. Guarantee compliance with SGA's electronic signature protocol to provide with certainty that all documents are electronically signed or initialed by the Named Insured only, upon the election by the applicant to do business electronically. It is the Producer's responsibility to properly explain, oversee, and assist in the execution and use of electronic signature by the

Named Insured. The Producer also guarantees that only an authorized and properly licensed and appointed Producer will sign on behalf of the Producer where a Producer signature and/or initials are required.

5. Deliver upon policy issuance a copy of the executed application documents along with the automobile insurance policy, declarations page, and automobile ID card(s) to the Insured.
6. Retain originals and reproductions of insurance documents, including but not limited to insurance applications, photographs, documents necessary to secure premium discounts in accordance with underwriting criteria and any document produced or secured in the normal course of obtaining automobile insurance, in a fiduciary capacity on behalf of SGA.
7. Be an independent contractor, responsible for Producer's operating expenses, fees, and taxes associated with the operation of Producer's business.
8. Maintain in force at least \$300,000 Errors and Omissions coverage with an insurer acceptable to Company.
9. Comply with all laws relating to the sale of insurance covered by this agreement.
10. Report all losses and refer all claims inquiries to Company immediately when reported to Producer.
11. Guarantee compliance with each and every provision of this agreement by any and all locations listed in Additional Locations Exhibit, if attached.

**General Agency**

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**Date**

**Producer**

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**Date**

**Owner**

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**Date**