

POLICY OF BROKER OF RECORD LETTER (BOR)

1. Commission credit will be recognized for Broker of Record changes beginning the first month following the processing of the completed letter.
2. You can send the BOR to your general agent who will then forward the information to Atlantis Health Plan; if there is no general agent involved please forward to us at:

**Atlantis Health Plan
Attention: Sales Support & Installation
45 Broadway, Suite 300
New York, NY 10006**

3. The BOR must be on the company letterhead of the business and must be an original.
4. An authorized officer of the company must sign the letter.
5. A BOR submitted on Atlantis Health Plan direct cases written without a broker or general agent, will be honored the first of the next month after the processing of the completion of the letter.
6. All monthly commission statements are mailed out by the end of the month following the month in which the premium was received.
7. There are no retroactive BOR changes. Commissions will not be assigned on a retroactive basis, nor will commissions be paid retroactively.