



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

IN REPLY, PLEASE
REFER TO:

February 18, 2004

CIRCULAR LETTTER NO.: C-L-2-1704-2004

TO ALL DOMESTIC INSURERS, HEALTH MAINTENANCE ORGANIZATIONS, RATE SETTING ORGANISMS. COUNSELING ORGANISMS, REINSURERS, GENERAL AGENTS, MANAGERS, AGENTS, BROKERS, SURPLUS LINES BROKERS, ADJUSTERS, COUNSELORS, SOLICITORS AND ATTORNEYS-IN -FACT

RE: RULE NO. 76: "CHARACTERISTICS OF THE ELECTRONIC FILING SYSTEM TO BE USED FOR THE CONSERVATION OF BOOKS, RECORDS AND ALL DOCUMENTS RELATING TO THE BUSINESS OF INSURANCE AND RULES FOR THE DISPOSAL OF ORIGINAL DOCUMENTS"

Dear Sirs and Madams:

Rule No. 76 of the Regulations of the Puerto Rico Insurance Code which establishes the characteristics of the electronic filing system to be used by those insurers, health maintenance organizations, agents, brokers, adjusters, rate setting organisms and counseling or service providing organisms that choose to conserve, totally or partially, their books, records and other documents related to the business of insurance that are so required by the Puerto Rico Insurance Code and its Regulation through said system, was approved on December 30, 2003 and presented at the Department of State on that same date.

As established in Article 14 of the above-referred Rule, its effective date is 30 days after it has been filed with the Department of State, that is, January 29, 2004.

Anyone interested in obtaining a copy of said Rule, may do so through our webpage at www.ocs.gobierno.pr, or by soliciting a copy at our Office at a cost of \$1.00 per page.

It is hereby required that all insurers, health maintenance organizations, rate setting organisms, counseling organisms, reinsurers, general agents, managers, agents, brokers, surplus lines brokers, adjusters, counselors, solicitors and attorneys-in-fact authorized in Puerto Rico that choose to archive their documents related to business of insurance in an electronic filing system, must comply with the procedures and rules established in the referred Rule No. 76.

Sincerely,


Dorelisse Juarbe Jiménez
Insurance Commissioner