



COMMONWEALTH OF PUERTO RICO  
OFFICE OF THE COMMISSIONER OF INSURANCE

IN REPLY, PLEASE  
REFER TO:

March 8, 2007

CIRCULAR LETTER NUM.: 2007-1770-C1

TO ALL DOMESTIC INSURERS, FOREIGN INSURERS, REINSURERS, ELEGIBLE SURPLUS LINES INSURERS, NON-PROFIT ASSOCIATIONS, HEALTH MAINTANENCE ORGANIZATIONS, AUTOMOBILE CLUBS, GENERAL AGENTS, MANAGERS, RESIDENT INSURANCE PRODUCERS AND REPRESENTATIVES, NON-RESIDENT INSURANCE PRODUCERS AND REPRESENTATIVES AND SURPLUS LINES BROKERS

**RELOCATION OF THE OFFICE OF THE COMMISSIONER OF INSURANCE**

Dear ladies and gentlemen:

 Effective April 2, 2007, the Office of the Commissioner of Insurance of Puerto Rico (OCI) shall be relocating its offices to a new facility, located within the GAM Tower building, in Guaynabo. As in all relocating procedures, the transfer of our facilities mandates that the OCI ceases its operations to the general public temporarily, which will in turn allow us to resume our customary services as soon as possible.

In order to achieve this goal, a *partial closing* has been scheduled from **Friday, March 23, 2007 until Wednesday, April 4, 2007**. The OCI shall resume its normal operations starting on **Monday, April 9, 2007**, during its regular operating hours, which are 8:00am to 4:30pm. The new physical address for the OCI is as follows:

**GAM TOWER  
URB. CAPARRA HILLS IND PARK  
2 CALLE TABONUCO SUITE 400  
GUAYNABO PR 00968-3020**

During the *partial closing*, the OCI will not be greeting the general public in its facilities. Notwithstanding, the general public will be serviced via telephone and e-mail for any applications, orientations or consults. Please address your queries at (787) 722-8686 or to the following e-mail address [uniserv@ocs.gobierno.pr](mailto:uniserv@ocs.gobierno.pr)

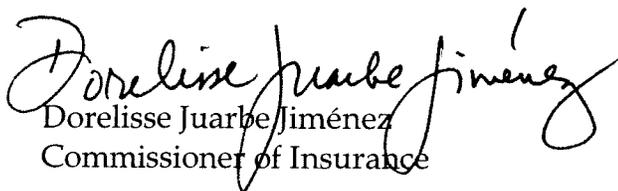
In addition, the applicable terms for the submittal of documents and information related to impairment orders, examination reports, annual reports, admissions, fusions, forms and rates filings, license renewals, continuing education, hearing requests, among others, that lapse during the time of said partial closing shall be extended until **April 2, 2007**, date in which the OCI shall once again start receiving correspondence through our document window and processing mail received through the post. The new postal address is as follows:

**OFFICE OF THE COMMISSIONNER OF INSURANCE  
B5 CALLE TABONUCO SUITE 216  
PMB 356  
GUAYNABO, PR 00968-3029**

Any terms applicable to the OCI, in accordance to those stipulated in the Insurance Code of Puerto Rico, for the evaluation and approval of files, authorization of insurance companies, the issuance and renewal of licenses, inquiries, extensions, among others, will be interrupted on **March 23, 2007** and shall continue on **April 9, 2007**, date in which the OCI shall resume its normal operations. The duration of the *regular* insurance licenses whose date of expiration is March 31, 2007, will be extended until **April 9, 2007**.

It is required that all entities notified in this communication must acknowledge the content of this Circular Letter.

Cordially,

  
Dorelisse Juarbe Jiménez  
Commissioner of Insurance