



COMMONWEALTH OF PUERTO RICO  
**OFFICE OF THE COMMISSIONER OF INSURANCE**

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February 18, 2015

**CIRCULAR LETTER NUMBER: CC-2015-1857-AF**

TO ALL DOMESTIC INSURERS, HEALTH SERVICES ORGANIZATIONS, PRODUCERS, AUTHORIZED REPRESENTATIVES, ADJUSTERS, GENERAL AGENTS, SURPLUS LINES BROKERS, ATTORNEYS IN FACT AND INSURANCE CONSULTANTS AUTHORIZED IN PUERTO RICO

**COMPULSORY USE OF THE ONLINE SERVICE PORTAL FOR FILING THE ANNUAL BUSINESS REPORT AND NUMBER OF DIRECT JOBS GENERATED IN PUERTO RICO**

Dear Sirs and Madams:

One of the objectives of the Office of the Commissioner of Insurance is to update the processes and maximize the efficiency of our procedures. To that end, we have adopted an electronic filing mechanism for reports. Beginning on **March 1, 2015**, this mechanism will be available so that our licensees may file the information for the Annual Business report as required in Circular Letter CC-2012-1820-D and the number of direct jobs generated in Puerto Rico, as required in Ruling Letter CN-2014-169-AF.

To this effect we require that all domestic insurers, health services organizations, producers, authorized representatives, adjusters, general agents, surplus lines brokers, attorneys in fact and authorized insurance consultants in Puerto Rico to access the online service portal so that no later than March 31 of every year, they may file the Annual Business Report and Number of Direct Jobs Generated in Puerto Rico.

You may access the online services portal and the User Manual at [www.ocs.gobierno.pr/login](http://www.ocs.gobierno.pr/login). If you need any technical assistance or have any problems with access to the Portal, please call 787-304-2500.

Any report that is not filed through the Online Services Portal will be deemed not to have been filed.

Strict compliance with the provisions of this Circular Letter is hereby required.

Very truly yours,

Ángela Weyne-Roig  
Commissioner of Insurance