



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

March 8, 2005

RULING NO.: N-ES-3-61-2005

TO ALL DOMESTIC DISABILITY INSURERS AUTHORIZED TO TRANSACT
INSURANCE BUSINESS IN PUERTO RICO

2004 ANNUAL STATEMENT AND RELATED ITEMS

Dear Ladies and Gentlemen:

Section 3.310(1) of the Insurance Code of Puerto Rico, 26 L.P.R.A. sec. 331 (1) stipulates the following:

"(1) Each authorized insurer shall annually, **before the thirty-first day of March**, file with the Commissioner a true statement of its financial condition, transactions, and affairs as of the December 31st preceding. The statement shall be on forms as prescribed by the Commissioner, shall contain information as required by this Code and by the Commissioner, and shall be verified by the oath of at least two of the insurer's principal officers." (Emphasis supplied).

Pursuant to the aforesaid section, the annual statement for calendar year ending December 31, 2004, must be filed in this Office **on or before March 30, 2005**. The same must be presented in the official form approved by the National Association of Insurance Commissioners with all the schedules, supplements and reports required, including the Management's Discussion and Analysis. For complete instructions about these reports and the Annual Statement Checklist, visit our web page at www.ocs.gobierno.pr/forms/ia.htm.

Domestic insurers are required to submit to this Office and the NAIC **one legal-sized (8 1/2" x 14") hard copy** of their annual statement and supplements. Besides this hard copy, domestic insurers must submit a diskette filing to the NAIC. The diskette filing must be the electronic format commonly known as the "**March.PDF Filing**" (in .pdf format).

All domestic insurers must also include with the annual statement a hard copy of the following filings:

1. Certificate of Investments in Puerto Rico Securities.
2. Report of Premiums Written and Claims Paid for all Kind of Medical Expense Insurance and Number of Insurers.

Item 2 of the list above must be submitted by electronic mail to estadisticas@ocs.gobierno.pr. These reports are in the 2004 Disability Annual Report Package. They must be saved in Excel format as 2004AR_DD_NC, where "NC" is the code given by NAIC to the insurer. To expedite the process, the email must include the name of the file in the subject line. You can download the required forms at www.ocs.gobierno.pr/forms/ia.htm.

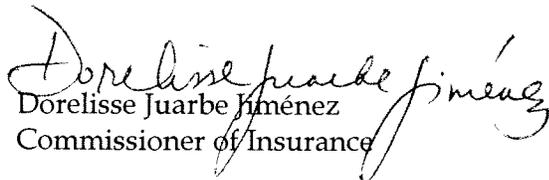
Annual filings must follow all established instructions as specified in the *NAIC Annual Statement Instructions*. For more information regarding the Annual filings, please visit the NAIC web site at http://www.naic.org/financial_statement_filing/index.htm.

A copy of the State Page must also be sent to the Puerto Rico Guaranty Association for Life, Disability and Health to the following address:

Puerto Rico Guaranty Association for Life
Disability and Health
PO Box 191489
San Juan, PR 00919-1489

Strict compliance with the aforesaid provisions is hereby required.

Sincerely,


Dorelisse Juarbe Jiménez
Commissioner of Insurance