



COMMONWEALTH OF PUERTO RICO  
OFFICE OF THE COMMISSIONER INSURANCE

March 8, 2005

CIRCULAR LETTER NUMBER: C-ES-3-1729-2005

TO ALL GENERAL AGENTS AND MANAGERS

**GENERAL AGENTS AND MANAGERS REPORT FOR 2004**

Dear Sirs and Madams:

Section 1 of Rule 15 of the Regulations of the Puerto Rico Insurance Code, as amended, provides the following:

"On or before March 31 of every year, all general agents or managers shall file with the Commissioner on the forms provided by the Commissioner an annual report on the insurance business transacted during the calendar year ending on the preceding December 31st. If no business was transacted, it shall be so stated on the form." (Our emphasis).

Under the provisions of this section, the annual report including the information for the calendar year ending on December 31, 2004, shall be filed with this Office no later than **March 31, 2005**, for any general or manager who held an appointment as such for any period of time during that calendar year.

Any general agent or manager who has represented more than 7 insurers during the 2004 calendar year shall file the enclosed forms with the Office of the Commissioner of Insurance in hard copy and electronic format. To comply with the electronic filing the forms to be used are those provided on our website [www.ocs.gobierno.pr/forms/ia.htm](http://www.ocs.gobierno.pr/forms/ia.htm). Upon opening the document, you will complete the required information and send it by email to: [estadisticas@ocs.gobierno.pr](mailto:estadisticas@ocs.gobierno.pr). If the general agent or manager does not have Internet access, the agent or manager may contact us to provide the electronic file.

in Excel or the agent or manager may visit our Office, located at Cobian's Plaza, Lower Mall, Ave. Ponce de León #1607, Santurce, Puerto Rico.

General agents or managers that have represented 7 insurers or less during calendar year 2004, shall file the required reports with this Office in hard copy.

If there is any question about this request, please contact our Office at (787) 722-8686, extension 2244.

We require the use of the enclosed forms. Any report filed on a form that is not enclosed herein will be deemed not to have been filed.

Strict compliance with the provisions of this letter is hereby required.

Very truly yours,

SIGNED

Dorelisse Juarbe-Jiménez  
Commissioner of Insurance