



GOVERNMENT OF PUERTO RICO
Office of the Commissioner of Insurance

May 21, 2020

CIRCULAR LETTER NO. CC-2020-1967-D

TO ALL INSURERS, HEALTH SERVICES ORGANIZATIONS, REINSURERS, AND OTHER ENTITIES AUTHORIZED TO DO INSURANCE BUSINESS IN PUERTO RICO.

RE: REMOTE METHODS FOR RENEWAL OF THE CERTIFICATE OF AUTHORITY FOR 2020-2021.

Dear Sirs and Madams:

As provided in Section 7.010(1) of the Insurance Code of Puerto Rico, as a condition for being authorized or continuing to be authorized to solicit or transact any kind of insurance business in Puerto Rico, the individuals or entities in question must pay the Office of the Commissioner of Insurance (hereinafter, the OCI), the appropriate contributions for the kind of license or authorization they hold, no later than June 30 of each year.

In order to provide for the use of remote mechanisms as a precautionary measure in view of the health emergency due to COVID-19 that exists on the Island, you are advised of the availability of two (2) remote modalities for filing the “Application for Renewal of the Certificate of Authority” and making payment for the fees for 2020-2021. The following are the two (2) modalities for filing the “Application for Renewal of the Certificate of Authority” and the payment of the respective fees:

1) Mail

Once the “Application for Renewal of the Certificate of Authority” has been duly completed, it may be mailed along with the appropriate payment by manager’s check, corporate check, or money order, made out to the Secretary of the Treasury to the following address:

B5 Tabonuco St. Suite 216
PMB 356
Guaynabo, PR 00968-3029

2) Electronic method

Once the “Application for Renewal of the Certificate of Authority” is duly completed, it may be sent by email to the following address: coa@ocs.pr.gov. The following information should be included with the application:

Wire Transfer Information	
Company Name	
NAIC Code	
Amount Paid	
Date of Payment	
Confirmation Number	
Contact Person	
Contact Email	

If you submit the “Application for Renewal of Certificate of Authority” by email, the payment for the applicable fees may be sent by wire transfer or ACH. When you make the payment by wire transfer or ACH you should bear in mind any applicable charges so that the amount received by the OCI will be the required amount and not less due to any applicable charges. The following is the information for making your payments by wire transfer or ACH:

Wire Transfers

Financial Institution	Banco Popular of Puerto Rico
Swift Code	BPPRPRSX
ABA Routing Number	021502011
Beneficiary Account Name	Secretary of the Treasury
Further Credit	
	Account Name: Secretary of the Treasury
	Address: PO BOX 9024140, San Juan PR 00902-4140
	Account Number: 030049458
	Account Name: OCS

ACH

Financial Institution	Secretary of the Treasury
Address	PO Box 9024140 San Juan PR 00902-4140
ABA Routing No.	021502011
Account Number	030049458
Account Name	Office of the Commissioner of Insurance

All applications sent by email shall identify the means of payment used along with the information specified in this circular letter. In addition, the application must specify the email address where you want the digital version of the Renewed Certificate of Authority to be emailed. In order to receive the

hard copy of the Renewed Certificate of Authority you must include a self-addressed stamped envelope along with the application, showing the mailing address where you want to receive the Certificate. All “Applications for Renewal of the Certificate of Authority” shall be processed using one of the two (2) remote modalities set forth herein.

If you submitted the application before this circular letter was issued, you do not have to file it again. It will be processed as received.

For any questions regarding the renewal process for the certificate of authority please send email to coa@ocs.pr.gov.

Very truly yours,

Mr. Rafael Cestero-Lopategui, Esq., CIC
Chief Deputy Commissioner