

**Puerto Rico**  
**Insurance Data Collection**  
**In Force Policies & Written Premiums**

Date: \_\_\_\_\_

NAIC Group Code: \_\_\_\_\_

Group Name: \_\_\_\_\_

NAIC Co. Codes:	Company Names:	No. of pages of each report
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact Person's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**GENERAL INSTRUCTIONS:**

- The report must be completed on or before **September 21, 2018**.
- You must input data by zip code and city/town for your submission to be considered complete. If you have insured property where the zip code is unknown, provide that on the separate row provided where the zip code and city/town columns are labeled "Unknown".
- Questions should be emailed to [estadisticas.primas@ocs.pr.gov](mailto:estadisticas.primas@ocs.pr.gov). Please contact the Department immediately (via email) if your company (or group) is unable to comply with the requirements of this data call.
- One file is to be submitted for the group. If a company has multiple insurers within a holding company group, it must complete an excel sheet for each insurer, i.e., submit a report for each company that forms part of the group. Please be sure to indicate the type of insurer for which each report is submitted under the second column of the form titled "Insurer Type". Type the

letter **D** for a domestic insurer, **F** for a foreign insurer, and **S** for a surplus insurer. Indicate above the number of pages of each report submitted.

- Please note that some cells in this spreadsheet are protected. Insurers should not be typing or changing anything in these cells.
- On the Data by Zip Code tab, provide a row for each individual zip code where there is property insured. Zip codes with no property insured can be left blank. Please do not insert or delete columns or modify the table layout in any way.
- All licensed property & casualty and approved surplus line insurers must submit completed reports. In the event a company has no data to report it must indicate so by entering “No In-force Policies as of the dates requested” next to the company’s name on the first page of this document.
- This data call does NOT apply to life or health insurers, monoline financial guaranty, mortgage guaranty, title, fidelity and surety, workers’ compensation, medical malpractice insurers, professional liability insurers and reinsurers.

E-mail the file with the report in Excel format to [estadisticas.primas@ocs.pr.gov](mailto:estadisticas.primas@ocs.pr.gov). **Printed and PDF copies will not be accepted. A Sworn Statement must be submitted with the report.**

#### **SPECIFIC INSTRUCTIONS AND COLUMNS DEFINITIONS:**

- **"Residential Property"** is defined as any type of personal lines insurance provided against loss to real and personal property as defined in the standard fire policy and extended coverage thereon, a dwelling policy, the homeowners, tenants, and condominium unit owners multiple peril policy, mobile homeowners insurance policy, insurance against the perils of extended coverage, earthquake, vandalism, malicious mischief, burglary, or theft, or liability insurance, or any combination thereof, delivered or issued for delivery in Puerto Rico. “Residential Property” does NOT include those policies issued to a Condominium Association, they must be reported separately under the corresponding column.
- **“Force Place – Residential Property”** include this information if the company gathers it separately; do Not include under this column any information if it has been included under the “Residential Property” column.
- **"Commercial Property"** includes all commercial property policies, including those on commercial Dwelling Fire and Allied Lines policies. Business interruption premium should be excluded from these columns but included under the separate "Business Interruption" columns.
- **"Business interruption"** includes all premiums under a commercial policy for loss of income, operating expenses, and extra expenses while a business is restoring operations. Do not count as an additional policy in-force if coverage is included under a policy count reported under the "Commercial Property" column.
- **"Flood"** shall include private insurance only (exclude NFIP "write-your-own").
- **“Personal Auto”** shall include personal lines traditional insurance only (exclude Compulsory Property Damage Liability Policies).

- **“Commercial Auto”** shall include commercial lines traditional insurance only (exclude Compulsory Property Damage Liability Policies).

**Insurer Comments:**

**Company information submitted in this report will be kept confidential. Data will only be released in aggregate form on an industry basis.**



Government of Puerto Rico  
**OFFICE OF THE COMMISSIONER OF INSURANCE**

**SWORN STATEMENT**

\_\_\_\_\_, President and \_\_\_\_\_,  
Secretary of \_\_\_\_\_, declare on oath that we are  
the persons describe as officers of the mentioned insurer, that the Report of Puerto Rico In  
force Policies and Written Premiums was completed according to the instructions given by the  
Commissioner of Insurance of Puerto Rico; that the aforesaid report contains complete, true,  
and correct information of the business transacted by the insurer during the periods stated in  
the form; and that all information and statement contained in said report is correct and certain  
in all its extremes, according to our best information, knowledge and belief. Likewise, we  
both recognize that the false representation of any material fact of this statement constitutes a  
violation to the Insurances Code of Puerto Rico.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary