



COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF INSURANCE

February 1, 2002

CIRCULAR LETTER NO. ES-01-1620-2002

**TO ALL DOMESTIC INSURERS, HEALTH SERVICES ORGANIZATIONS
AND MEDICAL-HOSPITAL SERVICES ASSOCIATIONS AUTHORIZED TO
TRANSACT BUSINESS IN PUERTO RICO**

**RE: Number of Direct and Indirect Jobs Generated in Puerto Rico by Entities
that Transact Insurance**

Dear Sirs and Madams:

This Office is interested in collecting statistical information on the industry, which is vital for planning and analyzing the insurance business in Puerto Rico. For this purpose, we are compiling information on the number of jobs generated by the insurance industry in Puerto Rico as of **December 21, 2002**.

To that effect, we require that all entities that transact insurance submit with this Office the requested information no later than **February 15, 2002**, using the enclosed form.

We require that the form be submitted with this Office **in print or electronically (diskette or email)**. To submit the **electronic form**, the instructions below must be followed:

1. Visit this Office's webpage (www.ocs.gobierno.pr) and go to the main menu. Select (click) the section called Statistics, then select Form 1.101^a_Num Empleos en Seguro (.xls format);
2. Save the form to the disk. Use said form to enter and save the requested information;
3. Submit the form containing the data entered by the entity on or before the deadline by means of one of the following electronic filings:
 - a. send the form by email (xrodriguez@ocs.gobierno.pr) or
 - b. send the form in a diskette (3 ½ floppy disk); and
4. Verify that the electronic form was saved in the diskette (**if it was not submitted by email**) jointly with the printed form.

It is very important to select one filing alternative for the electronic form.

If you have any questions regarding the aforesaid requirement, please contact Xiomara A. Rodríguez, Principal Statistician, at (787) 722-8686, extension 2214.

Strict compliance with the aforesaid provisions of this information requirement is ordered.

Regards,

SIGNED

Fermín M. Contreras-Gómez
Commissioner of Insurance

Enclosure