



OFFICE OF THE COMMISSIONER OF INSURANCE

WHEN ANSWERING
PLEASE REFER TO

Circular Letter No. LE-03-1602-2001
April 5, 2001

TO ALL GENERAL AGENTS, MANAGERS, DOMESTIC INSURERS, AND HEALTH SERVICES ORGANIZATIONS

RE: Renewal of Agents' licenses for FY 2001-2002

Dear Sirs:

Section 7.010(1) of the Puerto Rico Insurance Code provides that as a condition for being authorized or continue to be authorized to solicit or transact any kind of insurance in Puerto Rico, the persons or entities concerned shall pay the Commissioner, no later than June 30 of each year, the contributions for each kind of license or authorization they hold.

Accordingly, and under the provisions of Section 7.010(l)(m) of said Code, the annual contribution that each general agent shall pay will be determined according to the following table:

Individual Agents	\$150.00
Corporate Agents	\$300.00

Notwithstanding the above, Public Law No. 62, enacted on June 29, 1996, established an annual contribution of \$50.00 for individual agents who at the time of the approval of the law represented a single insurer and for such time as the agent continued to renew the license exclusively for that insurer. Therefore, any change made by such agent from that date on in representing insurers will mean that the renewal of the license will be subject to the annual contribution specified in the above table.

We cannot guarantee the renewal and delivery of these licenses as of July 1, 2001, unless the original of the enclosed list is completed and sent to the Office **before May 5, 2001**, along with the payment of the corresponding annual contribution, indicating the agents for whom the general agent, manager, domestic insurer or health services organization intends to renew the license, including those to whom the exception

provided in Public Law No. 62, supra, is applicable, as mentioned in the third paragraph of this letter. The latter appear in a list that is provided identified with an annual contribution of \$50.00. If the enclosed renewal list is sent to this Office after May 5, 2001, but before July 1, 2001, it will be considered for renewal, but we cannot guarantee that it will be delivered before July 1, 2001.

In this regard, it must be emphasized that the payment of this annual contribution must be made in a single payment by certified check or money order for the corresponding amount, payable to the Secretary of the Treasury. Only one certified check or postal money order will be accepted for each renewal list.

The annual contribution may be paid by the general agent or manager, or by the domestic insurer or health services organization that requests the renewal. Since this circular letter has been sent to all of the general agents, managers, domestic insurers, and health services organizations, and the renewal of licenses is conditioned on the payment of the annual contribution, the parties should agree with each other as to who will make the payment.

We advise you that no renewal application will be processed if it does not comply with each and every one of the instructions enclosed with this circular letter. If the Office returns the application, reconsideration is subject to the general agent, manager, domestic insurer or health services organization correcting any inconsistencies and resubmitting the application before July 1, 2001. The official submission date would then be the date on which the list is received and it complies with all of the requisites set forth in this circular letter.

Any documentation received after June 30, 2001, will not be considered by this Office for renewal, so that the applicant must submit a new license application as provided under the Code.

To facilitate the renewal, we are enclosing an instruction sheet that should be followed in order to ensure correct processing.

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

Very truly yours,

Fermín M. Contreras-Gomez
Commissioner of Insurance

Enclosure



INSTRUCTIONS FOR THE RENEWAL OF AGENT LICENSES FOR FISCAL YEAR 2001-2002

We enclose the list for the license renewal process for FY 2001-2002. The page number followed by the total number of pages is shown at the bottom of each page of the list.

You should verify the list to make sure that it contains all of the pages that are indicated. If any page is missing, you should notify the Office as soon as possible, so that we can provide you with the missing pages sufficiently in advance so that you can request the corresponding renewals within the time we have established.

The following must also be complied with:

1. Mark with an "X" the box to the left, titled "Renew," for the agents for whom renewal is requested on the enclosed list.
2. Submission of this list will not automatically entail issuance of the corresponding license, until receipt of the annual contribution for whom the license is to be renewed, according to the following table:

Individual Agents	\$150.00
Corporate Agents	\$300.00

3. The annual contribution indicated above will include the renewal of the licenses of all of the insurers represented by the agent, regardless of their number.
4. The annual contribution for the renewal of the license for FY 2001-2002 for individual agents that as of June 29, 1996 represented a single insurer and currently are the exclusive representative of such will be \$50.00. Any change that such agent should make regarding the representation of insurers will mean that the renewal of the license will be subject to payment of the annual contribution in the table indicated in paragraph 2.

5. If payment of the annual contribution is to be made for any of the agents for whom renewal is being requested, it should be indicated on the enclosed list by marking an "X" in the box to the right titled "'Annual Contribution," which indicates the correct amount to be paid by the agent. The contribution shall be made by the general agent, manager, domestic insurer or health services organization that is requesting the renewal, in a single payment that includes all of the contributions that are being paid. The payment shall be made by certified check or postal money order for the corresponding amount, payable to the Secretary of the Treasury. You should ensure that the total amount coincides with the number of times that the column has been marked. **Please note that merely marking the box titled "Annual contribution" for an agent in particular will not be deemed to be a formal application for the corresponding renewal. To that effect, in order for the intended renewal to be processed, you must also mark the box titled "Renew."**
6. If the payment does not comply with the above instructions, we will return it along with the respective renewal list or any other document that may have been enclosed for the relevant correction.
7. We will not accept or process any renewal list other than the original list enclosed with this letter. Photocopying the list will disable the barcodes that are necessary for issuing the licenses.
8. The enclosed list contains the information on the agent licenses that have been issued up to March 31, 2001, and which our records show that you or your organization have issued the relevant appointment, so that any license issued after that date is not on the list. For those cases, you must enclose a copy of the original license issued by this Office. No list or letter requesting the renewal of a license will be accepted.
9. If you cannot find the name of a particular agent or license on the list, you must enclose a copy of the original license issued by this Office. This alternative is only for requesting the renewal of licenses of agents that represent insurers for whom you or your organization hold a general agent or manager license. If you do not have the relevant authorization, we will not process the renewal application.
10. We will not accept or process any renewal list that contains information that is additional to that provided in the list or marks other than those set forth above. Marking the list could make it impossible to process the information contained therein. If there is any undue mark or additional information, we will return the list.

11. No agent license will be renewed unless **the renewal application and the corresponding annual contribution are received by June 30, 2001.** Otherwise, the applicant shall submit a new license application as provided in the Puerto Rico Insurance Code.

12. If you or your organization is a general agent or manager of a foreign insurer, an additional list will be provided you if that insurer has directly appointed one or more agents. This list shall be processed according to all of the instructions set forth above.

If you have any questions about the above, please do not hesitate to contact the Licensing and Examinations Division at 722-8686.