

STATE OF HAWAII INSURANCE DIVISION
CERTIFICATE OF AUTHORITY OR REGISTRATION
EXTENSION & SERVICE FEES
(INFORMATION AND REMINDERS)

IMPORTANT NOTE:

Effective May 28, 2015, fees and penalties have been updated, affecting certain types of insurance entities including mutual benefit societies, fraternal benefit societies, health maintenance organizations, foreign risk retention groups, and purchasing groups, pursuant to Act # 063.

http://www.capitol.hawaii.gov/session2015/bills/GM1163_.pdf

For updated Schedule of Fees, go to:

<http://cca.hawaii.gov/ins/files/2014/06/Schedule-of-Fees-revised.pdf>

DUE DATE:

August 16th, or the next business day if the 16th falls on a weekend or holiday.

ANNUAL SERVICE/EXTENSION FEE DUE NOTICE:

A post card with instructions will be mailed in mid June as the one and only written notice. The online portal will also be opened in mid June. For online portal, go to:

www.ehawaii.gov/insrenew

<https://www.ehawaii.gov/dcca/hils/renew/exe/insrenew.cgi>

PAYMENTS:

We encourage online payments by Credit Card or Electronic Check.

- Go to the Online Portal. Enter your License Number and go to the screen that shows your Company Name and the Subtotal amount due.
- Update email, mailing and business addresses for any changes.
- If paying by Paper Check, simply print the payment screen and use it as your remittance form along with your check.
- Note: Hawaii Joint Underwriting Plan (HJUP) fee applies to all insurers authorized to write and engage in writing motor vehicle insurance in this State except those insurers writing motor vehicle exclusively under section 431:10C-106.

ADDITIONAL INFORMATION:

1. **IF PAYING BY CHECK:**

- Submit a separate check for each company.
- Our office must receive the payments and required remittance forms no later than the close of business on August 16th or the next business day if August 16th falls on a weekend or holiday.
- Checks should be made payable to:

DCCA, STATE OF HAWAII

Mail payment and remittance form to:

State of Hawaii
Insurance Division
Department of Commerce and Consumer Affairs
P.O. Box 3614
Honolulu, HI 96811

2. **PENALTIES & CANCELLATION:**

A mandatory penalty fee of 50% of the annual service/extension fee will be charged if we do not receive the payments (including HJUP fees, if applied), along with required forms and/or documentation, on or before August 16. If the fees and penalties are not received within 30 days from the date of notice of delinquency, your Certificate of Authority or registration may be suspended or revoked.

3. **RECEIPTS:**

We will not return a validated form. Keep your cancelled check or credit card statement as proof of payment. Online payers should be able to print a receipt page when payment is made.

To verify if your Certificate of Authority has been extended, go to the Renew Insurance License section of the Hawaii Insurance Division's website at

www.ehawaii.gov/insrenew

<https://www.ehawaii.gov/dcca/hils/renew/exe/insrenew.cgi>

The extension date should be advanced one year from the current August 16th due date.

CONTACTS:

If further assistance is needed, please contact Frances or Sally at (808) 586-3870 and (808) 586-7414 respectively, or e-mail us at InsExam@dcca.hawaii.gov