

**TO: ALL INSURERS, RISK PURCHASING GROUPS, AND
FOREIGN RISK RETENTION GROUPS**

RE: 2017 RENEWAL/EXTENSION of LICENSE

FROM: HAWAII INSURANCE DIVISION

DATE: May 22, 2017

The Hawaii Insurance Division (the "Division") has implemented *OPTins*, a product of the National Association of Insurance Commissioners (NAIC), to facilitate payments of premium taxes and fees. Effective January 1, 2017, all license extension/renewal forms and fees will be processed through *OPTins*; this will apply to all insurance companies, including Vehicle writers that subject to the Joint Underwriting Plan fees, Risk Purchasing Groups ("RPGs"), and Foreign Risk Retention Groups ("RRGs").

The implementation of *OPTins* represents the Division's transition to paperless filings, reflecting the mandatory electronic filings of premium tax which will take effect on January 1, 2017.

The Hawaii license extension/renewal forms are available for download from *OPTins* on and after January 1, 2017. Forms and payments are due by August 16.

The steps of submitting license extension/renewal forms and fees are very simple, which require no formal training. Easy-to-follow instructions are available at www.optins.org. Once registered and set up with *OPTins*, you will be able to log in, upload and complete your extension/renewal form, and then submit both the completed form and payment online. Upon remittance, all items are received immediately.

Any *OPTins* transaction fee related to license extension/renewal will be waived by the Division for 2017 and 2018. *We ask that you DO NOT mail in to the Division any paper forms or payment checks.*

Extension/renewal must be filed under the Company Name, NAIC Number, or Hawaii License Number for RPGs. If you are processing for more than one company, a separate, individual extension/renewal form **MUST BE** completed for each of the companies that you are responsible for. Should there be any change in company contact, such as contact person, email and/or physical mailing address, please notify the Division timely. Updates can be sent to Flo@dcca.hawaii.gov.

Again, using *OPTins* allows you to save time and ensure that both the form and payment are received together and on time. **If you have any questions regarding the setup of account, contact the *OPTins* Marketing Team at optinsmktg@naic.org or call (816) 783-8787.** Note that a new account setup will take 7-10 business days. If you already used *OPTins*, just simply login with your Company Name, NAIC Number, or Hawaii License Number.

Questions or comments applicable to this notification should be directed to:

Frances Lo or Sally D. Bautista
Hawaii Insurance Division
335 Merchant Street, Honolulu, HI 96813
Phone: (808) 586-3870 (Frances), Email: InsCert@dcca.hawaii.gov
Phone: (808) 586-7414 (Sally), Email: InsCert@dcca.hawaii.gov