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**STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
INSURANCE DIVISION**

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DATE: MAY 27, 2020

TO: ALL INSURERS

FROM: HAWAII INSURANCE DIVISION

RE: 2020 EXTENSION/REGISTRATION of CERTIFICATE

It's time to extend your Certificate of Authority

Effective January 1, 2017, all license extension forms and fees are now processed through **OPTins**. The portal for extension will be opened on June 1, 2020. Login at www.optins.org.

Annual fees and forms are due by **November 15, 2020**. If payment is *not* received on or prior to *November 15, 2020*, a statutory penalty of 50% of the annual extension fee will be charged.

INSTRUCTIONS:

Easy-to-follow instructions are available at www.optins.org. If you have any questions regarding the setup of account, contact the *OPTins Marketing Team* by email at optinsmktg@naic.org or by phone at (816) 783-8787. Should there be any change in company contact, such as contact person, email and/or physical mailing address, please notify the Division timely. Updates and/or questions can be sent to ins-certexam@dcca.hawaii.gov.

Note that Paper forms or payment checks received by the Division may be returned, and your extension application/registration process would be deemed incomplete until processed through OPTins.