



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

335 MERCHANT STREET, ROOM 213, HONOLULU, HAWAII 96813  
P.O. BOX 3614, HONOLULU, HAWAII 96811  
Phone Number: (808) 586-2790  
Fax Number: (808) 586-2806  
insurance.hawaii.gov

**DAVID Y. IGE**  
GOVERNOR  
**JOSH GREEN**  
LIEUTENANT GOVERNOR

**CATHERINE P. AWAKUNI COLÓN**  
DIRECTOR

**JO ANN M. UCHIDA TAKEUCHI**  
DEPUTY DIRECTOR

**COLIN M. HAYASHIDA**  
INSURANCE COMMISSIONER

**DATE:** MAY 27, 2020

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

**FROM:** HAWAII INSURANCE DIVISION

**RE:** 2020 ANNUAL SERVICE FEE

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Effective January 1, 2017, annual service fees are now processed through **OPTins**. The portal for registration will be opened on June 1, 2020. Login at [www.optins.org](http://www.optins.org).

Annual fees are due by ***August 16, 2020***. If payment is *not* received on or prior to *August 16, 2020*, a statutory penalty of 50% of the annual service fee will be charged.

**INSTRUCTIONS:**

Easy-to-follow instructions are available at [www.optins.org](http://www.optins.org). **If you have any questions regarding the setup of account, contact the *OPTins Marketing Team* by email at [optinsmktg@naic.org](mailto: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](mailto: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.*