



**STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAI'I
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
KA 'OIHANA PILI KĀLEPA
INSURANCE DIVISION**

335 MERCHANT STREET, ROOM 213, HONOLULU, HAWAII 96813

P.O. BOX 3614, HONOLULU, HAWAII 96811

Phone Number: 1-844-808-DCCA (3222)

Fax Number: (808) 587-6714

cca.hawaii.gov/ins/

TO: All Insurers, Risk Purchasing Groups and Foreign Risk Retention Groups

From: Hawaii Insurance Division

RE: Annual Service/Extension Fee

The annual service/extension fees are due by November 15. Payment must be received on or prior to November 15, otherwise a statutory penalty of 50% of the extension or annual service fee shall be charged.

All payment of fees shall be processed through OPTins. The portal for registration opens in early September (on or around September 1). A related notice would also be sent in early September. Login at www.optins.org.

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.