



BULLETIN 21-EX-7

TO: ALL TRADITIONAL AND NON-TRADITIONAL COMPANIES
FROM: JOHN F. KING
INSURANCE AND SAFETY FIRE COMMISSIONER
DATE: APRIL 29, 2021
RE: COMPANY ADDRESS CHANGE PORTAL

The Office of Commissioner of Insurance and Safety Fire John F. King has a new service for regulated companies to update certain address and contact types in real time via a Sircon For States portal. This new portal will create a more efficient process for regulated companies to update address and contact information. To access the new portal, an entity will enter their NAIC or license number and a PIN number to update the relevant information. Of note, regulated companies are required to update changes to any address and contact information within 60 to 90 days, based on the type of information that has changed.

Instructions for Regulated Entities

To update your company's information, access the [Company Address Change Portal](#):

1. Enter your NAIC or license number with the PIN to access the portal.
 - a. If you do not know the PIN, click on "Need Pin?" under the PIN field in the portal. The current PIN contact for your company will be displayed.
 - b. If the contact person is no longer with your company, please contact our office at regservices@oci.ga.gov for traditional companies and limitedrisk@oci.ga.gov for non-traditional companies.
2. Once in the portal, enter the updates needed.
3. Complete the authorized submitter section of the portal.
4. Click on "SAVE" and a confirmation page will appear. Once saved, the address change is made in real time.
 - a. Only click "Cancel" if you do not want the change made.
5. After reviewing the page, scroll to the lower part of the page.
 - a. If there are more updates to be made, click "Update Another," which will take you to the address change page.
 - b. If there are no more updates to be made, click "Finished" and you will be directed to the OCI website.

Excluded Address and Contact Information Changes

Please note that changes requiring statutory fees cannot be made through this portal process. Examples of changes requiring statutory fees can include, but are not limited to, changes in a regulated company's designated service of process, statutory home address, and/or redomestication from one state to another state.

JOHN F. KING
INSURANCE AND SAFETY FIRE COMMISSIONER
STATE OF GEORGIA