



Office of Commissioner of Insurance and Safety Fire

Protect | Enforce | Educate | Inform

JOHN F. KING
*Commissioner of Insurance
and Safety Fire*

Two Martin Luther King Jr. Drive
West Tower, Suite 702
Atlanta, Georgia 30334

TO: Registered Exempt TPA
RE: Limited Risk Entities Division

Our department implemented a process that allows Limited Risk Entities to file their annual renewal packet electronically using our company portal. The company portal is the primary vehicle our department uses to send out information to companies such as directives and bulletins. Also, companies can use the portal to update contact information and many other functions. You have to determine who you want as company portal administrators, please send the information as an email attachment to my attention at LimitedRisk@oci.ga.gov.

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal. The information is needed for setting up an account:

- On your company's letterhead
- The name of the licensed company
- The license number of the company
- The name of the administrators, including phone numbers and email addresses
- The letter must be signed by an officer or director

ALL RENEWALS WILL BE FILED ELECTRONICALLY through the company portal under Annual Renewal Packet. For your convenience, all forms may be accessed through the Department's website: oci.ga.gov, choose "Limited Risk" and then choose the category for "Third Party Administrators" under "Forms".

In order to maintain and update the registration, this form must be submitted every year. The information should be returned to the department by December 31, 2020.

1. **GID-242-NT** Third Party Administrator Notice of Exemption
2. **GID-276-EN** Citizenship Affidavit, along with the verification, to the company portal.
3. **\$50 Annual filing fee, plus \$5 processing fee**, as provided in O.C.G.A. § 33-8-1, filing fees may be paid by credit card, E-check or EFT according to the invoice received. If paying by credit card or E-check, a small convenience fee will be charged by the Department's electronic payment vendor, ACI, in addition to your annual renewal payment. If paying by EFT, please follow the instructions located in the Official EFT Request module in the Portal and make sure to include your **Payor ID/ORGID Number** and **Invoice ID Number** when submitting your payment information to your bank in order to ensure proper posting to your account.

If the company is doing business in Georgia or intends to do so per O.C.G.A. §33-23-100 and Regulation 120-2-49, please contact me for an application. Failure to do so may result in regulatory action. Please submit in the order listed above. Failure to do so will cause a delay in the processing of your registration request. If you have any questions, please contact LimitedRisk@oci.ga.gov.