



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

COMMISSIONER OF INSURANCE • INDUSTRIAL LOAN COMMISSIONER • SAFETY FIRE COMMISSIONER

Ralph T. Hudgens, Commissioner



2 Martin Luther King Jr., Dr., Suite 604, West Tower, Atlanta, GA 30334

www.oci.ga.gov

Phone: 404-656-7556 ♦ Fax: 770-344-5798 ♦ E-mail: Tbrewster@oci.ga.gov

RISK PURCHASING GROUPS ANNUAL RENEWAL INSTRUCTIONS

**LIMITED RISK ENTITIES
RENEWAL INSTRUCTIONS**

TO: All Interested Parties

FROM: Limited Risk Entities

RE: Risk Purchasing Group Registration

DATE: September 1, 2015

This is to advise you of the procedural changes for ALL Limited Risk Entities and their annual renewal process. The State of Georgia has implemented a process that allows ALL Limited Risk Entities to file their annual renewal documents electronically using our Company Portal. The Company Portal is the primary vehicle our department uses to collect and disseminate information, such as directives and bulletins.

Below you may find information on how to set up an account. Each Entity must designate two or more individuals within the company as the “Company Portal” Account Manager(s). Once you have determined whom you want as company portal administrators, please send you email to Tbrewster@oci.ga.gov . The letter MUST follow the format below:

1. On your company’s letterhead
2. The name of the licensed company
3. The license number of the company
4. The name of the administrators, including phone numbers and email addresses
5. The letter must be signed by an officer or director

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 Office of Insurance and Safety Fire Commissioner has changed its procedure for recognizing registered Risk Purchasing Groups in the state of Georgia. **The annual renewal date for all registered Risk Purchasing Groups is now June 1st of each year.** The required documents for the renewal are **GID-239-NT (Annual Renewal Check Sheet for Groups)** and **GID-276-EN (Citizenship Affidavit), with verification.** These forms should be submitted electronically through the company portal, with notification sent to via email to Tbrewster@oci.ga.gov.

If this form is not received by June 1, 2015, the Risk Purchasing Group will be removed from the database. If there are questions or concerns I may be contacted by using either method listed above or by phone at 404-656-7556.