September 5, 2023

RULING LETTER NO. CN-2023-341-D

TO ALL PRODUCERS ASSIGNED BY THE PUBLIC INSURANCE DIVISION TO MANAGE PROPERTY INSURANCE POLICIES FOR GOVERNMENT ENTITIES

INFORMATION REQUIRED FOR THE APPLICATION FOR THE INSURANCE COMMISSIONER'S CERTIFICATION (ICC) IN COMPLIANCE WITH FEMA OBTAIN AND MAINTAIN REQUIREMENTS

To Whom It May Concern:

On September 1, 2023, this Office issued Circular Letter **CC-2023-2015-D**, indicating the application process for the Insurance Commissioner's Certification (ICC), related to government organizations, municipalities, and non-profit organizations that are Public Assistance (PA) subgrantees that cannot reasonably obtain and maintain insurance coverage at the level required by FEMA pursuant to the Stafford Act.

Circular Letter **CC-2023-2015-D** also advised of the process for registering on the ICC portal of the Office of the Commissioner of Insurance, available at http://ocs.pr.gov as a step prior to initiating the application process for the ICC.

Through this Ruling Letter all producers that are assigned by the Public Insurance Division of the Department of the Treasury to process property insurance policies for government entities that are PA subgrantees for the current FY, are advised they must register through the ICC portal. As part of the registration, the "***ICC Portal Access Request Form"*** must be completed and uploaded**,** or in lieu of such, the document provided by the Public Insurance Division stating the assigned entities may be uploaded.

During the registration process, the Insurance Producer option under the kind of entity should be selected and the government entities to which the producer was assigned should be indicated. Once the registration process is completed, an email will be sent with a username and temporary password for access to the portal. Upon accessing the portal, **an application for an ICC for each one of the entities must be completed** individually for which there is a FEMA obtain and maintain required level for insurance coverage.

The following documents that are required for the ICC must be uploaded: (**1) marketing efforts made and (2) policies in effect during the current year**, individually for each ICC application for each entity.

According to the above, all Public Insurance producers that in the current FY have processed property insurance for government entities that are PA subgrantees are required to complete and

submit through the ICC portal the information indicated herein **on/or before September 19, 2023**.

As a reference for the use of the ICC portal, you may access the User Guide through this link, User Guide, or through the ICC portal.

For assistance related to the platform and/or the for the ICC requirements, you may send an email to icc@ocs.pr.gov or through the message center provided on the portal.

Strict compliance with the guidelines set forth herein is hereby required. Failure to comply with this requirement may entail the imposition of sanctions.

Very truly yours,

SIGNED

Alexander S. Adams-Vega, Esq.
Commissioner of Insurance of Puerto Rico