



OFFICE OF THE

COMMISSIONER OF INSURANCE

GOVERNMENT OF PUERTO RICO

March 13, 2025

RULING LETTER NO. CN-2025-369-SR

TO ALL INSURERS AND HEALTH SERVICES ORGANIZATIONS THAT WRITE HEALTH INSURANCE PLANS IN PUERTO RICO AND THIRD-PARTY ADMINISTRATORS

ADOPTION OF RULE NO. 111 OF THE REGULATIONS OF THE INSURANCE CODE OF PUERTO RICO: "THIRD-PARTY ADMINISTRATOR LICENSING PROCESS"

To Whom It May Concern:

Act No. 169, August 26, 2024 (Act 169-2024), incorporated a new subsection (gg) to Section 7.010 of the Insurance Code of Puerto Rico and added a new Chapter 54 to the Insurance Code of Puerto Rico with the purpose of providing for the registration and licensing requirements with the Office of the Commissioner of Insurance (OCI) for entities seeking to operate in Puerto Rico as third-party administrators.

Pursuant to the provisions of Section 4 of Act 169-2024, on February 12, 2025, the OCI approved Rule 111, "Third-Party Administrator Licensing Process", which was duly filed with the Department of State. Rule 111 established the guidelines for the process of obtaining a license to act as a Third-Party Administrator, as well as the registration and responsibilities thereof.

Pursuant to Section 54.020 of the Puerto Rico Insurance Code and Section 6.1 of Rule 111, no person shall act as a Third-Party Administrator unless that person holds a license to act as a Third-Party Administrator issued by the Commissioner of Insurance of Puerto Rico, except if a person is exempted from the licensing requirements pursuant to the last paragraph of Section 54.110 of the Insurance Code of Puerto Rico.

To apply for a Third-Party Administrator license, the applicant must complete the following steps:

1. Access the *Uniform Application for Third Party Administrator License* (Uniform Application) through the OCI website www.ocs.pr.gov under the [Online](#)

[Services](#) icon (click to download) and fill out the *Uniform Application for Third Party Administrator License*.

2. Any entity that applies for a Third-Party Administrator license or renews its Third-Party Administrator license must issue an annual payment of two thousand five hundred dollars (\$2,500.00) in accordance with subsection (gg) of Section 7.010 of the Insurance Code of Puerto Rico. Payment must be made upon filing the Uniform Application and the requested documents. Payment may be made by the following options:
 - a. By mail: The application must be included along with a business check or money order drawn to the order of the *Secretary of the Treasury*.
 - b. In person: At the payment window located on the 9th floor. Payments made by ATH debit card, Visa, MasterCard, money order, or business check drawn to the order of the *Secretary of the Treasury* will be accepted.
 - c. By wire transfer: The filled-out application may be sent via email to: regulado@ocs.pr.gov. Submit jointly with the application proof of payment of the wire or ACH transfer containing the following information:

Proof of Payment – Wire Transfer Information

<i>Entity Name:</i>	
<i>Amount Paid:</i>	
<i>Date of Payment:</i>	
<i>Confirmation Number:</i>	
<i>Contact Person:</i>	
<i>Contact Email:</i>	

When making a wire or ACH transfer, any applicable fee should be taken into account in order to ensure that the amount received by the OCI is the required amount and not a lower amount due to any fee that may be applicable. The information to make payments by wire or ACH transfer is as follows:

Wire Transfer

<i>Financial Institution</i>	<i>Banco Popular of Puerto Rico</i>
<i>Swift Code</i>	BPPRPRSX
<i>ABA Routing No.</i>	021502011
<i>Beneficiary Account Name</i>	<i>Secretary of the Treasury</i>
<i>Further Credit</i>	Account Name: Secretary of the Treasury Address: PO Box 9024140 San Juan, PR 00902-4140
	Account Number: 030049458
	Account Name: OCS

ACH

<i>Financial Institution</i>	<i>Secretary of the Treasury</i>
<i>Address</i>	<i>PO Box 9024140</i> <i>San Juan, PR 00902-4140</i>
<i>ABA Routing No.</i>	<i>021502011</i>
<i>Account Number</i>	<i>030049458</i>
<i>Account Name</i>	<i>Office of the Commissioner of Insurance</i>

3. The Third-Party Administrator applying for licensure shall designate in the application an individual as the Third-Party Administrator's contact person for communications from the OCI. Pursuant to Section 6(A) of the Rule, the Third-Party Administrator applying for a license must include all information and documents with the Uniform Application and submit the application for consideration by the OCI Licensee Services Division.

A Uniform Application that is incomplete or has not been submitted with all required documents or fees will be considered incomplete. The OCI will not begin its evaluation and processing until the Uniform Application is completed.

In the case of a Third-Party Administrator applying for a license that is not organized under the laws of Puerto Rico nor has its principal place of business in Puerto Rico, and its home state or country has not adopted a law substantially similar to that of Puerto Rico, such Third-Party Administrator applying for a license may designate Puerto Rico as its home state, file a Uniform Application with the Commissioner of Insurance of Puerto Rico as such, and meet the requirements imposed on applicants organized under the laws of Puerto Rico.

A Third-Party Administrator whose home state is any state other than Puerto Rico shall obtain a Nonresident Third-Party Administrator license pursuant to the provisions of Section 54.110 of the Insurance Code of Puerto Rico and Section 6 of Rule 111 by filing with the Commissioner the Uniform Application accompanied by a letter of certification, or in lieu thereof, a copy of the current certificate of authority or certificate of good standing of its license officially issued by the home state of the Third-Party Administrator applying for a license.

A Third-Party Administrator licensed or applying for licensure under Section 54.100 is required to notify the Commissioner within thirty (30) days of any material change in its ownership, control, contact person for the Third-Party Administrator, or other fact or circumstance affecting its qualification for a license in Puerto Rico.

Any Third-Party Administrator who, as of the effective date of Rule 111, provides services as such in Puerto Rico must file a Uniform Application accompanied by all the required documents and fees to obtain a license within thirty (30) days as of March 14, 2025, except if such is exempted in accordance with Act 169-2024.

Please be advised that any person or entity acting as a Third-Party Administrator for an insurer or health services organization in Puerto Rico without holding a license therefor issued by the Commissioner of Insurance, unless exempted, shall incur in a sanctionable practice for violating the provisions of Act 169-2024 and Rule 111 adopted thereunder. An insurer or health services organization using the services of a Third-Party Administrator shall be responsible for ensuring that such Third-Party Administrator holds a valid license issued pursuant to Act 169-2024 and Rule 111 prior to the execution of a written agreement to act as such.

For easy reference, please refer to the Checklist enclosed with this ruling letter for the documentation required in the Uniform Application.

Strict compliance with the provisions of this ruling letter is hereby required.

Very truly yours,

s/ Alexander S. Adams-Vega, Esq.¹
Commissioner of Insurance

¹ It is hereby established that the electronic signature used in this document has the same legal validity and effect as a handwritten signature, pursuant to the provisions of the Electronic Signatures in Global and National Commerce Act (E-SIGN Act, 15 U.S.C. § 7001 et seq.) and the Electronic Transactions Act of Puerto Rico (Act No. 148-2006).