

Diana Capes

Subject: Hawaii FW: Regulatory Filings and Submissions

Due to the COVID-19 situation, in regards to regulatory filings and submissions, the Hawaii Insurance Division requests all brokers to follow the procedures outlined below:

1. **Brokers are to continue submitting filings in a timely manner. We are accepting electronic signatures and filings. We encourage all brokers to submit quarterly filings through OPTins. Otherwise, please email copies of all filings with electronic signatures to my attention by the filing due date to insexamslb@dcca.hawaii.gov.**
2. Filings will be accepted without a notarized signature if so required.
3. The unnotarized filing shall be accompanied by a written Declaration stating the following info:
 - a. Individual's name and title;
 - b. Authority to sign and submit quarterly/annual statement/filing on behalf of the insurer;
 - c. Statement that a notary is unavailable;
 - d. The quarterly/annual filing for quarter/year ending XXX is true and accurate to the best of their knowledge; and
 - e. The foregoing Declaration is true under penalty of perjury.
 - f. The written Declaration should be signed and dated.

The foregoing procedures are with the understanding that certain documentation may be required to be notarized.

Thank you,

Sally Bautista