

CHECKLIST FOR RENEWAL OF CERTIFICATE OF AUTHORITY

YEAR _____

COMPANY NAME: _____ COA# _____

CONTACT PERSON: _____ CONTACT EMAIL: _____

_____ **ANNUAL STATEMENT**

**Filing fee \$50.00 on or before April 1st*

**Penalty \$500.00 after April 1st*

**\$100 per day after May 15th*

Receipt Number: _____

Amount Paid: _____

Date Paid: _____

_____ **APPLICATION RENEWAL FOR CERTIFICATE OF AUTHORITY (FORM I-1)**

_____ **COA RENEWAL FEE (\$500.00 on or before June 1st)** Receipt Number: _____

_____ **COA RENEWAL FEE (\$900.00 after June 1st)** Amount Paid: _____

Date Paid: _____

_____ **REQUEST FOR RENEWAL OF GENERAL AGENT'S LICENSE (FORM I-6)** - Must have company seal.

_____ **AFFIDAVIT OF COMPLIANCE (FORM I-7)** - Must have company seal.

_____ **INSURANCE COMPANY BOND (FORM I-3)** - Must have company seal and countersignature of resident general agent in Guam. COMPLETE DESCRIPTION of the Bond must be written on the space below.

_____ **DEPOSIT AGREEMENT IN LIEU OF BOND (FORM I-4)** - Complete description of deposit below.

_____ **2% ASSESSMENT ON COMMERCIAL & INDUSTRIAL LIABILITY POLICIES (FORM I-8)** written by Property and Casualty Companies.

Receipt No: _____ Date Paid: _____

Amount Paid: _____

_____ **TAX CLEARANCE (FORM I-9)** - Contact your General Agent in Guam or your attorney to secure tax clearance. NO COA will be issued without a completed Tax Clearance.

_____ **PREMIUM FUND TRUST ACCOUNT REPORT (PFTA)** for General Agents

***PLEASE NOTE THAT COA APPLICATIONS FOR ADMITTED INSURANCE COMPANIES WILL NOT BE ACCEPTED WITHOUT AT LEAST ONE GENERAL AGENT APPLICATION ACCOMPANIED WITH IT.**

For questions or inquiries regarding renewal of Certificate of Authority, send an email to alice.cruz@revtax.guam.gov or nemencio.briones@revtax.guam.gov or call us at (671) 635-1844 thru 1846/7664