

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 July 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 written by Property and Casualty Companies (FORM I-8)

Receipt No: _____ Date Paid: _____

Amount Paid: _____

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

_____ PREMIUM TRUST FUND ACCOUNT REPORT (PFTA) For General Agents

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 1845/7664