

STATE OF HAWAII INSURANCE DIVISION  
INSURANCE COMPANY EXTENSIONS  
(INFORMATION AND REMINDERS)

**IMPORTANT NOTICE: EFFECTIVE JULY 1, 2010 TO JUNE 30, 2014 THE EXTENSION FEE FOR A CERTIFICATE OF AUTHORITY HAS INCREASED. THE 2010 LEGISLATURE PASSED HOUSE BILL NO. 1985, S.D. 1, C.D. 1 - RELATING TO TAXATION, WHICH WAS SIGNED INTO LAW AS ACT 59, SESSION LAWS OF HAWAII 2010 ("ACT 59").**

**See Annual Fees at:**

**[http://hawaii.gov/dcca/ins/insurers/insurance\\_company\\_license/fees\\_taxes\\_deposits](http://hawaii.gov/dcca/ins/insurers/insurance_company_license/fees_taxes_deposits)**

**Due Date for Extensions: August 16<sup>th</sup> or the next business day if the 16<sup>th</sup> falls on weekend or holiday.**

THE ONLINE SYSTEM, AS IN THE PAST, WILL QUICKLY PROCESS YOUR CREDIT CARD PAYMENT. CHECK PAYERS WILL BE ABLE TO USE THE ONLINE SYSTEM TO PRINT A SCREEN TO REMIT WITH THEIR CHECK PAYMENT. (\*see details below). A POST CARD, WITH INSTRUCTIONS, WILL BE MAILED IN LATE MAY OR EARLY JUNE TO NOTIFY YOU ABOUT EXTENDING YOUR CERTIFICATE OF AUTHORITY. THIS POST CARD WILL BE THE ONLY NOTICE YOU WILL RECEIVE. (THE ONLINE PORTAL WILL BE OPENED AT THE TIME THE POST CARDS ARE MAILED IN LATE MAY OR EARLY JUNE.) THE ONLINE PORTAL IS LOCATED AT [www.ehawaii.gov/insrenew](http://www.ehawaii.gov/insrenew)

**1. ONLINE PAYMENT BY CHARGE CARD:**

AS IN THE PAST, YOU WILL BE ABLE TO PROCESS ONLINE PAYMENTS QUICKLY VIA CREDIT CARDS. COMPANIES PAYING BY CREDIT CARD WILL ALSO BE ABLE TO UPDATE THEIR MAILING AND BUSINESS ADDRESS ONLINE! (**Note: Online payers need not submit any forms to our office.**)

**OR**

**2. \*PAYMENT BY CHECK or MONEY ORDER:**

IF YOU PREFER TO PAY BY CHECK OR MONEY ORDER, GO TO THE ONLINE PORTAL AS IF YOU WERE TO PAY BY CHARGE CARD. ENTER YOUR LICENSE NUMBER AND GO TO THE SCREEN THAT SHOWS YOUR COMPANY NAME, MAILING AND BUSINESS ADDRESS AS WELL AS THE SUBTOTAL AMOUNT DUE. SIMPLY PRINT THIS SCREEN AND USE IT AS YOUR REMITTANCE FORM ALONG WITH YOUR CHECK. (**Note: You will not be able to update your mailing or business address if paying by check. If your address is in error, please let us know by letter.**)

**NOTE: The Certificate of Authority extension fee and, if applicable, the Hawaii Joint Underwriting Plan ("HJUP") fee will be shown on the online screen. (The HJUP fee applies only to companies with VEHICLE authority).**

## **ADDITIONAL INFORMATION:**

1. If paying by check:
  - a. Please submit a separate check for each company.
  - b. Our office must **receive** the form and check no later than the close of business on August 16<sup>th</sup> or the next business day if August 16<sup>th</sup> falls on a weekend or holiday.
  - c. Checks should be made payable to:  
**Department of Commerce and Consumer Affairs**
  - d. Mail the screen-form and check to:  
State of Hawaii  
Insurance Division  
Department of Commerce and Consumer Affairs  
P.O. Box 3614  
Honolulu, HI 96811
2. **PENALTIES and CANCELLATION:**  
**There is a 50% penalty if we receive the payment and required items after the due date of August 16<sup>th</sup> or the next business day if this date falls on a weekend or holiday. If the fee and penalty are not received within the 30 days immediately following the due date, your Certificate of Authority will be cancelled effective September 16<sup>th</sup>. This penalty applies to the Certificate of Authority extension as well as the Hawaii Joint Underwriting Plan renewal (for those with the Vehicle Class.) The penalties apply to ALL late payers including online payers.**
3. In order to reduce administrative costs, we will not return a validated form. Instead, please keep your cancelled check or credit card statement as proof of payment. Online payers should be able to print a receipt page when payment is made.

Another way for **all** payers to ascertain whether their payment has been processed is to go to the Insurance License Search section of the Hawaii Insurance Division's website to verify that the expiration date has advanced one year from the current August 16<sup>th</sup> due date. The link is located at

[www.hawaii.gov/dcca/ins/consumer](http://www.hawaii.gov/dcca/ins/consumer)

Click on "Insurance License Search" and scroll down to search by "Company Name". Entering only the first word of the company name should be sufficient; then click on the "Search the Database" button. (Do not click "enter" on your keyboard). Next click on your license number and you will see the "Expiration Date" on the right side of the first screen. The updated Expiration Date should be posted within a week or so of the receipt of your payment or within a few days after your online payment is paid.

## **CONTACTS**

If you should need assistance, please contact Frances or Sally at (808) 586-3870 and (808) 586-7414 respectively, or e-mail us at [InsExam@dcca.hawaii.gov](mailto:InsExam@dcca.hawaii.gov)