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BULLETIN 2011-02

To: Insurance Companies, Surety Companies and Insurance Company Groups Issuing Motor Vehicle Insurance Policies in Massachusetts

From: Joseph G. Murphy, Commissioner of Insurance

Date: January 28, 2011

Re: Change of Format to File Certificates of Insurance Authorization Forms under M.G.L. c. 90, § 34B and Terminations or Revocations of such Authorizations

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This Bulletin amends and supersedes Bulletin 2009-05, which was issued on April 7, 2009 to amend the filing procedure and format for the submission to the Division of Insurance ("Division") of evidences of authorization to sign motor vehicle registration certificates.

Pursuant to M.G. L. c. 90, § 34B, companies licensed to issue or execute motor vehicle liability policies or bonds in the Commonwealth must file such evidences with the Division, which must be issued by officers of companies or by people who are duly authorized in writing by the company. The authorization form is prescribed by the Commissioner of Insurance. In an effort to achieve cost savings, to reduce the volume of unnecessary paper and to promote greater efficiencies, Bulletin 2009-05 provided that these annual filings shall be submitted to the Division *only* in electronic format. Such filings were to be submitted to the Division, annually, by January 15.

The Division issues this Bulletin to advise companies that they must continue to submit annual filings, in electronic format; however, each year, companies are only required to submit any *changes* to their prior calendar year evidences of authorization. This means that a company shall only submit to the Division new authorization forms, or deletion or revocations of prior authorizations, by the January 15 deadline. Authorization forms that are remaining in effect need not be resubmitted.

The completed authorization forms shall be scanned or otherwise entered onto a memory data storage device such as an optical disk or CD-ROM/DVD, type-A USB key or flash drive or other information memory storage device that is compatible with commonly-used personal computers using an IBM/Windows VISTA-compatible PC system (floppy disks are not accepted) for submission to the Division. The transfer method must be of sufficient quality so that the Division is able to retrieve an individual form and clearly view names and signatures on such document. Companies shall not password protect, or otherwise add any encryption features to the storage device, and companies shall not submit such files to the Division electronically via an email attachment.

Annual filings shall be submitted to Diane Silverman Black, Director of Producer Licensing, Massachusetts Division of Insurance, 1000 Washington Street, Suite 810, Boston, MA 02118-6200.