



MISSISSIPPI INSURANCE DEPARTMENT

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MISSISSIPPI INSURANCE DEPARTMENT BULLETIN NUMBER 2016-12

ADMINISTRATIVE LICENSING NOTICES TO BE ISSUED VIA ELECTRONIC MAIL

November 22, 2016

Purpose and Scope

To enhance efficiency, control costs and improve customer service, the Mississippi Insurance Department (“MID”) will no longer send certain administrative licensing notices via the U.S. mail, but will instead send these notices by electronic mail. This Bulletin has been issued to provide insurance producers, insurance adjusters, business entities and insurance companies with the necessary information to comply with this change.

Insurance Producer, Insurance Adjusters and Business Entity License Renewals

Licensees with February expiration dates will be sent their renewal notices and instructions via business email, on **December 27, 2016**. Renewals will be emailed starting with insurance producer and business entity licensees that have February, 2017, expiration dates.

The Department is requesting that licensees verify their email addresses immediately and furnish corrections if needed. You may verify/update your contact information, including mailing address and current email address at www.sircon.com/mississippi . Insurance companies may not update an employee email address by providing a general licensing mailbox.

Licensees may print their renewal licenses by registering on ProducerEDGE or AgencyEDGE at www.sircon.com/mississippi . ProducerEDGE and AgencyEDGE users may print licenses at no cost for thirty (30) days following the date the license or renewal is approved.

Insurance Company Appointment Action Letters

Company appointment action letters will be issued by electronic mail beginning **December 15, 2016**. The action letters will be emailed to the company licensing contact on record with the MID.

Companies may update the producer contact, address and email on UCAA Corporate Amendment Form 14 electronically or email licensing@mid.ms.gov . Please have all producer contact updates made and sent electronically to MID annually on or before March 15.

Insurance Company Appointment Renewal Invoices

MID will issue all company appointment renewal invoices by electronic mail beginning **April 1, 2017**.

Insurance company appointment renewal invoices will be emailed on April 1 each year, with payment due by May 31. The invoices may not be altered and payment in full must be received by the annual renewal date.

Insurance companies may update the producer contact, address and email on UCAA Corporate Amendment Form 14 electronically or email licensing@mid.ms.gov . All company contact updates should be made and sent electronically to MID annually on or before March 15.

Effective Date

This Bulletin shall be effective on and after issuance. If there are questions related to this Bulletin, please contact the Licensing Division of the MID by email at licensing@mid.ms.gov or by telephone at 601-359-3582.


MIKE CHANEY
COMMISSIONER OF INSURANCE