

October 30, 1981

SUBJECT: INSURANCE

WITHDRAWN

Circular Letter No. 20 (1981)

TO: ALL LICENSED INSURERS

RE: AGENTS' CHANGES OF ADDRESS

It has come to the attention of the Insurance Department that licensees have failed to notify the Department of change of residence and/or business address. Insurance Department Regulations (11 NYCRR 21.4, 22.3, 23.5, 25.4 and 26.6) require licensed brokers, agents and adjusters to notify the Insurance Department of any change of residence or business address as it occurs. Licensees are subject to departmental disciplinary action if they fail to meet this responsibility.

In order to remind agents of their responsibility in respect to the aforementioned regulations, you are directed to inform all your agents individually, in writing, by January 1, 1982, of their responsibility to notify the Insurance Department of any change of residence or business address. In addition, you are directed to provide all newly-hired agents with this information in writing. In addition, each time a business office is moved or an agent is reassigned to a different business office, you are directed to notify the affected agent(s), in writing, of this responsibility.

All such notices to agents shall include information that the agents should notify the Insurance Department of any change of address by sending a letter clearly stating the name or names under which such agent is licensed, license number(s), current licensing status (for example, life insurance agent, or property and casualty insurance agent) and the new address(es) to:

New York State Insurance Department
Licensing Unit
Agency Building No. 1
Empire State Plaza
Albany, NY 12257

You are further directed to provide the Department with proof of your compliance with the foregoing by January 1, 1982. You may do so by contacting the following:

Mr. E. Joseph Smith
Director of Licensing Services
Insurance Department of the State of New York
Agency Building No. 1
Empire State Plaza
Albany, NY 12257

[SIGNATURE]

ALBERT B. LEWIS

Superintendent of Insurance