

**DIRECTIVE 03-EX-1**

To: <First Name> <Last Name>, President  
<Company Name>  
<Company Address>  
<City>, <State> <ZIP>

From: John W. Oxendine

Date: July 9, 2003

RE: Contact and Insurer Information

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On July 8, 2003, Regulation Chapter §120-2-18-0.12 was promulgated on an emergency basis. Pursuant to §120-2-18-0.12-.07, “[e]ach insurer authorized to transact business in the state of Georgia shall provide the Commissioner E-mail contact information (hereinafter “Contact Information”) so that the Commissioner may contact the insurer and serve information upon the insurer by e-mail. It shall be the insurer’s responsibility to maintain correct Contact Information and to respond timely to information from the Commissioner transmitted to such address. Delivery of any such information, including but not limited to Directives, Bulletins and data requests, to such address shall be considered valid so long as transmission can be confirmed by the Commissioner.”

Pursuant to §120-2-18-0.12-.08, “...each insurer authorized to transact business in the state of Georgia shall notify the Commissioner of changes to ‘Insurer Information.’ Insurer Information refers to general company information such as mailing address and telephone number.”

**You are hereby instructed to submit Contact Information and Insurer Information to the Commissioner pursuant to the directions contained below:**

The Company Portal interface can be accessed by going to [www.gainsurance.org/insurancecompanies](http://www.gainsurance.org/insurancecompanies). You will then be automatically redirected to <https://www.gainsuranceorg/secapps/companies.asp> for a secure connection. Initially, you will be required to use the following temporary information:

Email: <Field>  
Password: <Field>

Once you have accessed the site, please update your company's records as instructed.

Should you have general questions about this Directive, please contact Amy Atkinson at (404) 656-9140; for technical questions regarding submission of Contact and Insurer Information, please utilize the Email Dialog interface located within the Company Portal web page. Otherwise you may contact the Department's Computer Services Division at (404) 657-9205.

**CONTACT AND INSURER INFORMATION MUST BE SUBMITTED BY AUGUST 15, 2003. Failure to comply with this Directive may result in sanctions and other action as appropriate.**

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JOHN W. OXENDINE  
COMMISSIONER OF INSURANCE  
STATE OF GEORGIA

**Please note that the information utilized to mail this Directive was generated from a source other than the Georgia Insurance Department. In order to comply with this Directive, you must follow the instructions contained herein that will populate the Georgia Insurance Department database with your E-Mail Contact and Other Insurer Information.**