

## 2013 Company Appointment Renewal Announcement

Revised - September 26, 2013

The Oklahoma Insurance Department is committed to increasing efficiency and cost savings. Company Appointment Renewal Announcements were mailed this year; however, future notices from the Licensing Division will be sent by email. It is important that you update your Producer Licensing/Appointment contact email information to ensure prompt receipt of future notices.

### Update electronically

To update your company's **Producer Licensing/Appointment contact** information electronically through NAIC, submit a *Corporate Amendment UCAA Form 14 - Change of Mailing Address/Contact Notification Form*. This will also be a good time to review and update all your company contacts. Oklahoma does not charge a fee to update or add company contacts listed on UCAA Form 14.

### Update by paper

If you are not authorized to login to NAIC, you may update your company's **Producer Licensing/Appointment contact** information by submitting a completed paper *UCAA Form 14 - Change of Mailing Address/Contact Notification Form* [click here](#). Send the completed form by email to [jeanette.pearce@oid.ok.gov](mailto:jeanette.pearce@oid.ok.gov).

For questions regarding **company appointments**, contact the Licensing Division at [licensing@oid.ok.gov](mailto:licensing@oid.ok.gov) or 405-521-3916.

For questions about updating your **company contacts**, contact Jeanette Pearce in the Financial Division at [jeanette.pearce@oid.ok.gov](mailto:jeanette.pearce@oid.ok.gov) or 405-521-6651.