



IMMEDIATE ATTENTION IS REQUIRED – COMPANY CONTACTS

Title 36 O.S. § 122: “A. The Commissioner shall have the authority to require any entity obligated to submit or file documents with the Insurance Department to file the documents electronically. B. The documents referred to in subsection A of this section include, but are not limited to, forms for compliance, rate filings, or annual, quarterly, or other financial statements. C. The Commissioner may promulgate reasonable and necessary rules concerning the implementation of this section.”

The Oklahoma Insurance Department has moved to a more paperless environment compelling the need for updated contacts from all licensed insurance companies.

The Department requires electronic filing of the UCAA Form 14 for specific company contact categories listed on the Form (see below). Every licensed insurance carrier must provide current contact information to the Department, **including email addresses**. If your company has not already filed the UCAA Form 14 electronically to provide or update these necessary contacts, please do so immediately.

The NAIC’s corporate amendment portal (<https://UCAA.naic.org/login.html>) is available 24/7 to authorized users for electronic processing of the UCAA Form 14. Navigate to the Corporate Amendment portal and select **“Contact Information”** to complete the UCAA Form 14.

Corporate Amendments Application Information	
Main Menu >> Application Information	
UCAA Tracking Number	: 98765-000
Name of Insurer/Company Name	: ABC Co
NAIC Company Code	: 12345
FEIN	: 23-1010101

Please click the following link to indicate the states where the Applicant Company is applying for a corporate change.
[Corporate Amendment Change States](#)

Contact Address Change
Please click on the link to complete changes for the Applicant Company contacts.
[Contact Information](#) ←

Attachments Section
Please click the following link to complete required, state specific, and optional file attachments.
[Attach Files](#)

Pre-populated with long (legal) company name

Catastrophe/Disaster Coordination Contact	A contact person for state departments to contact for information if there is a catastrophe or disaster.
Claim Information Contact	A contact person for the public to contact for claim information.
Consumer Complaints Contact	A contact person for state consumer complaint staff to contact for resolution of complaints filed with the state department.
Form and/or Rate Filings Contact	A person for state departments to contact regarding issues on policy forms filings or rate filings.
Fraud Assessment Invoice Contact	A person for state departments to contact regarding issues of payment of fraud assessments.
Local Office in Domestic/Foreign State Contact	A person for the public or state departments to contact.
Managing General Agent	A person for the public or state departments to contact.
Market Conduct Contact	A person for state departments to contact regarding market conduct issues.
Policyholder Information Contact	A person for the public to contact.
Producer Licensing Contact (Appointment)	A person for state departments to contact regarding issues of producer licensing or appointments of agents.
Regulatory Compliance/Government Relations Contact	A person for state departments to contact on matters related to regulation but unrelated to public complaints filed with the state department.)
Premium Tax Contact	A person for state departments to contact regarding issues of payment of premium tax.
Company Licenses/Fees Contact	A person for state departments to contact regarding issues of payment of license fees.
Deposits Contact	A person for state departments to contact regarding statutory deposits.
U.S. Legal Counsel (for aliens)	A person for state departments to contact.
Annual Statement Contact	A contact person responsible for answering questions in the completion of the annual statement.
Company Mailing Address	A change to the mailing address of the company.

Note: Domestic insurance companies will not be able to file Form 14 contact updates to Oklahoma through the Corporate Amendment Portal unless the company also selects other states where they are licensed in the filing process. Please complete the Form 14, which can be found on the NAIC website [HERE](#) under the Corporate Amendment App tab. Complete and return the Form to your OID Analyst.

For additional information from the Oklahoma Insurance Department, please contact: UCAA@oid.ok.gov