

LEGAL EXPENSE ORGANIZATION INSTRUCTIONS

NOTES AND INSTRUCTIONS		Visit us at www.insurance.oregon.gov
A	Required Filings Contact Person:	General: Kimberly Otis 503-947-7225 Continuation Fee: 503-947-7225 Internet Address: kimberly.j.otis@state.or.us
B	Mailing Address:	Street Address: Department of Consumer & Business Services Insurance Division - 4 350 Winter St. NE Salem OR 97301-3883 Mailing Address: Department of Consumer & Business Services Insurance Division - 4 PO Box 14480 Salem OR 97309-0405
C	Mailing Address for Filing Fees:	No filing fees required.
D	Mailing Address for Continuation Fee: (if applicable)	Street Address: Department of Consumer & Business Services Insurance Division - 4 350 Winter St. NE Salem OR 97301-3883 Mailing Address: Department of Consumer & Business Services Insurance Division - 4 PO Box 14480 Salem OR 97309-0405
E	Delivery Instructions:	All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
F	Late or Improper Filings:	Failure to comply with any of the filing requirements may result in the assessment of a civil penalty or the expiration of your company's certificate of registration.
G	Original Signatures:	Facsimile signatures are acceptable and have the same force as original signatures.
H	Signature/Notarization/Certification:	The annual statement must be signed by the president and secretary, or in their absence, two other principal officers of the company, with signatures notarized.
I	Amended Filings:	An amended annual statement must be filed within 45 days after the end of the calendar month in which the error was discovered. The signature page is required for all amendments.
J	Exceptions from normal filings:	All organizations must provide a written request at least 10 days prior to the filing due date to receive Oregon's approval on any exemption or extension. Foreign organizations must include a written copy of the exemption or extension granted by its state of domicile. Generally, extension requests made on or after the filing due date will not be granted.
K	Continuation Fee (if applicable):	File a copy of the enclosed letter with your payment.