

INSURANCE COMMISSION OF THE BAHAMAS



NOTICE

To: All Registered Insurers and Intermediaries

Date: June 18, 2020

Re: Reopening of Office Premises – Poinciana House

The Insurance Commission of The Bahamas will reopen its offices on Monday, June 22, 2020. To facilitate this process the Commission has implemented several safety measures and protocols designed to ensure the continued wellbeing of our staff and visitors which include:

- **Limited staff presence:** Staff will work in office on a rotational basis during this initial phase of reopening. Staff not assigned to work from the office will continue to work remotely. Licensees may contact their respective relationship manager via email, telephone or videoconference.
- **Electronic communication of correspondence:** Licensees should continue to submit all correspondence and documents via email to the Unit Manager and relationship manager.
- **Access to building premises:** The Commission strongly discourages any unscheduled visitors; however, should it be necessary to physically submit documents, visitors are required to wear a mask or face shield to gain access to the premises.
- **Meetings:** Until further notice, in-person meetings will not be allowed. Meetings with licensees will be conducted via teleconference or videoconference.

The Commission will continue to operate under our normal office hours from 9 a.m. to 5 p.m. Monday through Friday. Individuals seeking to sit the salesperson examination will receive advance notice of the date, time, and safety protocols.

The Commission thanks you for your cooperation. We will continue to monitor the announcements made by Government of The Bahamas regarding the phased reopening of the economy and will update industry stakeholders of any operational changes.

If you have any questions, please contact the Commission at 242-397-4183 or info@icb.gov.bs.

Michele C. E. Fields
Superintendent of Insurance