

OFFICE OF SUPERINTENDENT OF INSURANCE
1120 PASEO DE PERALTA, RM-N421
SANTA FE, NEW MEXICO 87501-1689

PROCEDURES FOR DEPOSITING AND WITHDRAWING SECURITIES

DEPOSIT OF SECURITIES: A company must complete Deposit Form 600A (Rev. 11/21) to deposit securities. The original form 600A should be completed in triplicate (three original signatures; to accept any electronic signed form an audit trail is required i.e.... DocuSign will need a certificate of completion; Adobe signature or e-Signature will need an audit trail.). Please contact Century Bank for delivery instructions. Century Bank must receive completed Deposit Forms 600A before accepting delivery of securities.

WITHDRAWAL OF SECURITIES: A company must complete Withdrawal Form 600B (Rev. 11/21) to withdraw securities held on deposit. The original Form 600B should be completed in triplicate (three original signatures; to accept any electronic signed form an audit trail is required i.e.... DocuSign will need a certificate of completion; Adobe signature or e-Signature will need an audit trail.). The company must include instructions for transfer or other disposition of the withdrawn securities.

NOTE: No withdrawal or sale of securities on deposit will be permitted until appropriate replacement securities have been received and accepted.

TREASURY SECURITIES: The Federal "Book Entry" System is the preferred mode of transfer for all treasury securities.

NON-TREASURY SECURITIES: The Book Entry System is the preferred mode of transfer for all eligible non-treasury securities.

Before submitting state, local, or other bonds as securities for deposit, **the company must submit to the Office of Superintendent of Insurance information which sufficiently demonstrates the eligibility of such bonds under the New Mexico Insurance Code.** Please note that the securities must be transferred to the designated depository.

Send original Deposit and Withdrawal Forms to the depository at the following address

MAILING
ATTN: ALAN SNOW
CENTURY BANK
PO BOX 1507
SANTA FE, NM 87504-1507

OVERNIGHT/PHYSICAL ADDRESS
ATTN: ALAN SNOW
CENTURY BANK
100 S. FEDERAL PLACE
SANTA FE, NM 87501

A copy of the forms must be emailed directly to the Office of Superintendent of Insurance at the email addresses listed below.

Should you have any questions regarding these procedures, please contact any of the following:

- Alan Snow, Century Bank, at 505-995-1210 or via email at Alan.Snow@mycenturybank.com
- Debbie Guillen, Century Bank, at 505-995-1211 or via email at Debbie.Guillen@mycenturybank.com
- David Mundis, Century Bank, at 505-995-1213 or via email at David.Mundis@mycenturybank.com
- Ursula Almada, Office of Superintendent of Insurance, at 505-827-4524 or via email at Ursula.Almada@osi.nm.gov
- Felicia Roybal, Office of Superintendent of Insurance, at 505-827-4438 or via email at Felicia.Roybal@osi.nm.gov