

TO: All Insurers Licensed to Write Property & Casualty Insurance in Virginia and Interested Parties

RE: Instructions for Updating the CAT Contact Information in Sircon

You are receiving this email because the Virginia Bureau of Insurance has added a new Contact Information field in Sircon for completion: **CAT Contact Address**. This field will house contact details for each of your company's Catastrophe Team Coordinator (name, e-mail, and phone number.)

Please forward this email to the appropriate person in each of your companies so they may complete the information.

Virginia Catastrophe Team Coordinator

To update the information in Sircon, please go to the [Company Address Change Service Portal](#) and enter the **CAT** Contact Address information for each of your companies. The link is:

<https://gov.sircon.com/addressChangeSubmissionLogin.do?method=initializeLogin&authorization=pEncH1hbc1v7Lu0=>

Please update the CAT Contact Address information by September 13, 2024.

If you do not know your company PIN for the Company Address Change Portal, contact BOI Automated Systems at BOIAutomatedSystems@scc.virginia.gov and they can assist you.

The [Company Address Change Service Portal](#) should be used by both NAIC filers and all non-filers to update their **CAT Contact Address** information.

If the CAT Contact Address information changes, please update the new contact information through the [Company Address Change Service Portal](#).

The Bureau will use this information as the best point of contact in the event of a disaster/catastrophic event in Virginia. **The contact information will not be provided to consumers.**

If you have any questions or concerns regarding this request, please contact:

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