

# STATE OF NEW MEXICO OFFICE OF SUPERINTENDENT OF INSURANCE

SUPERINTENDENT OF INSURANCE



DEPUTY SUPERINTENDENT

Alice T. Kane

Colin Baillio

## **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 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.) Please contact Century Bank for delivery instructions. Century Bank must receive completed Deposit Forms before accepting delivery of securities.

**WITHDRAWAL OF SECURITIES:** A company must complete Deposit 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 The company must include instructions for transfer or other disposition of the withdrawn securities.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 eligibility of such bonds under the New Mexico Insurance Code.** Please note that securities must be transferred to the designated depository.

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

- Alan Snow, Century Bank at 505-995-1210 or via email at [Alan.Snow@mycenturybank.com](mailto:Alan.Snow@mycenturybank.com).
- Debbie Guillen, Century Bank at 505-995-1211 or via email [Debbie.Guillen@mycenturybank.com](mailto:Debbie.Guillen@mycenturybank.com).
- Melissa Wiggins, Century Bank at 505-995-1213 or via email [Melissa.Wiggins@mycenturybank.com](mailto:Melissa.Wiggins@mycenturybank.com).
- Ursula Almada, Office of Superintendent of Insurance, at 505-827-4524 or via email at [Ursula.Almada@osi.nm.gov](mailto: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](mailto:Felicia.Roybal@osi.nm.gov).

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