

## REPORTORIAL REQUIREMENTS

DIVISION	REPORT	FREQUENCY		DATE OF SUBMISSION
1 . Statistics & Research	a. Negative List of Officers and Employees	Quarterly	With Penalty (P 500.00) of delay	Every 20th day of the month
	b. Statistical Report	Quarterly	With Penalty (P 500.00) after each day of delay	Every 15 working days after each quarter
	c. Insurance & Reinsurance Brokers Annual Statement of Business Operations	Annually	With Penalty (P 500.00) after each day of delay	On or before May 30 of each year
	d. Biographical Data (Biodata) of Members of the Board of Directors / Trustees and list of Officers	Annually	A penalty of One Thousand Pesos (P500.00) shall be imposed for every day of delay in the submission of the above-mentioned documents	a) within thirty (30) days after the election of the Director concerned b) Submission of existing data shall be on or before November 29, 2006 - within thirty (30) days from the date when such change occurs. c) Any subsequent change in the Bio-Data and/or in the List of Officers shall be submitted
2 . Investment & Services	a. Report of Investment Made & Sold or Disposed Of	Monthly		Every 15th of the following month
	b. Statement of Paid-up Capital Reserves & Investments	Quarterly		Every 30th of the month following the end of every quarter
3 . Reinsurance	a. Statement of Foreign Exchange Receipts	Monthly	Without Penalty	
	b. Evaluation of Quarterly Statistical Report on Catastrophies	Quarterly	With Penalty (P 500.00) after each day of delay	Every 45th day after each quarter
	c. Particulars of Reinsurance Treaties	Yearly	Without Penalty	
	c. Submission of Audited Financial Statement	Yearly	With Penalty (P 500.00) after each day of delay	On or before May 31 of each year

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4 . Rating	a. Report of Surety/Fidelity Bonds issued in favor of the government of the Philippines or its political subdivisions and government-owned or controlled corporation	Monthly	Without Penalty	
	b. Report on Judicial Bonds Issued and all other Bonds	Monthly	Without Penalty	
	c. Fire Service Tax Receipts	Quarterly	Without Penalty	
	d. Reports on Number of COC's Issued	Quarterly	Without Penalty	
5 . Examination	a. Submission of Annual Statement	Annually	With penalty (₱ 500.00) per each day	On or before April 30 of each year
	b. Accreditation of External Auditors	Annually	Without Penalty	
	c. Anti-Money Laundering Council: - Accomplishment Self-Rating Form - AMLA Manual	Annually	Without Penalty	
	d. Increased in Capitalization	Annually	Without Penalty	
6 . Regulation	a. Underwriting Guide on Manual	Upon request for approval of policy and bond forms	Without Penalty	
	b. Premium Rates with Statistical Basis			
	c. Claims Procedures			
7 . Licensing	a. Negative List of Agents	Quarterly	Without Penalty	On or before May 31 of each year
	b. Audited Financial Statement (Broker)	Annually	With Penalty	
8 . Actuarial	a. Minimum Requirements for Approval of Life Insurance Products	Upon request for approval of insurance products	Without Penalty	
	b. Minimum Requirement from the Approval of Insurance Plans/forms for policy, certification of contract of Insurance, applications, riders, clauses, warranty or endorsement			
	c. Risk Based Capitalization	Annually	Without Penalty	