



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Circular Letter (CL)	
No.:	2015-38
Date:	27 July 2015
Supersedes	

CIRCULAR LETTER

TO : ALL LIFE AND NON-LIFE INSURANCE AND PROFESSIONAL REINSURANCE COMPANIES DOING BUSINESS IN THE PHILIPPINES

SUBJECT : ON-LINE UPLOADING OF THE REQUIREMENTS FOR FINANCIAL REPORTING FRAMEWORK, VALUATION STANDARDS FOR INSURANCE POLICY RESERVES, AND NEW RISK-BASED CAPITAL FRAMEWORK

The Insurance Commission (IC) has developed the **Online Uploading System**, a web-based system where companies can submit the regulatory submission pursuant to Circular Letter No. 2015-31 dated 10 June 2015 *re Transition Period and Full implementation Requirements for Financial Reporting Framework, Valuation, Standards for Insurance Policy Reserves and New Risk-Based Capital Framework*.

In line with this, the following are the guidelines and procedures in accessing the Online Uploading System:

1. The system may be accessed through any of the following web addresses:

<http://uploading.insurance.gov.ph/templates/>
<http://61.28.143.137/templates/>

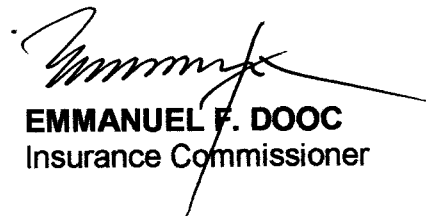
2. All companies were pre-created with individual accounts and folders for Financial Reporting Framework, Actuarial Valuation Report and Risk Based Capital in the system;
3. To activate the pre-created account, each company is required to submit the name/s and corresponding e-mail address/es of their authorized representative/s who will access and conduct the submission/uploading of the requirements;

4. Names of representatives shall be submitted to the IC-Information Technology Division (IC-ITD) on or before **29 July 2015** through the following e-mail addresses:

ITDivision@insurance.gov.ph
peng.patricio@insurance.gov.ph
jm.ampoloquio@insurance.gov.ph

5. The links for activation together with the user's manual will be sent by e-mail to authorized representatives;
6. A one (1) day orientation for the authorized representatives regarding the system will also be provided by the IC on the following schedules:
- Non-Life - 29 July 2015, 10:00 AM, IT Training Room
 - Life - 29 July 2015, 2:00 PM, IT Training Room
7. Attendance to the orientation must be confirmed with the IC-ITD through e-mail at **ITDivision@insurance.gov.ph** or via telephone nos. 523-8461 to 70 loc. 107, on or before **28 July 2015**.

Please be guided accordingly.



EMMANUEL F. DOOC
Insurance Commissioner