



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

Circular Letter No.:	2015-61
Date:	23 December 2015
Supersedes:	CL No. 1-2011

TO : ALL PRE-NEED COMPANIES

SUBJECT : QUARTERLY REPORTORIAL REQUIREMENT

Pursuant to the power of the Insurance Commission under Section 6 (c) to regulate, supervise and monitor the operations and management of pre-need companies to ensure compliance with the provisions of the Pre-need Code, every pre-need company shall file with this Commission its quarterly financial statements.

Starting 2016, the submission for each quarter are due on or before the following dates:

Quarter Ending	Due Date
March 31	April 30
June 30	July 30
September 30	October 30
December 31	January 30

The following shall be observed:

1. The Financial Statements (FS), filed in one (1) copy shall consists of Balance Sheet, Income Statement and Cash Flows with comparative figures from the immediately preceding audited financial statements duly signed by the President and Finance Officer of the company;
2. The FS shall be prepared in accordance with the Pre-need Uniform Chart of Accounts; and
3. The FS shall be submitted together with the Consolidated Trust Fund Statements as at the given quarter of all the trust funds for each type of plan enclosed as Annex "A".

The penalty for late filing shall be ₱ 5,000.00 basic fine plus ₱ 500.00 for each day of delay pursuant to Circular Letter No. 2014-15.

For strict compliance.


EMMANUEL F. DOOC
Insurance Commissioner

NAME OF PRE-NEED COMPANY
CONSOLIDATED TRUST FUND STATEMENT
For the Quarter Ending _____

	Type of Plan				
	TOTAL	Portfolio Mix (%)	Bank Trust Account No.	Bank Trust Account No.	Bank Trust Account No.
ASSETS					
Government Securities	-	-	-	-	-
Cash in Savings/Time Deposits	-	-	-	-	-
Short-term Investments (SDA)	-	-	-	-	-
Mutual Funds / UITF	-	-	-	-	-
Corporate Bonds	-	-	-	-	-
Mortgage Loans	-	-	-	-	-
Planholders' Loans	-	-	-	-	-
Stocks	-	-	-	-	-
Real Estate	-	-	-	-	-
Accrued Investment Income	-	-	-	-	-
Other Investments	-	-	-	-	-
<i>Preferred Shares</i>	-	-	-	-	-
<i>REITS</i>	-	-	-	-	-
<i>Tier II Notes</i>	-	-	-	-	-
<i>Service Assets</i>	-	-	-	-	-
Other Assets	-	-	-	-	-
TOTAL ASSETS	-	-	-	-	-
LIABILITIES					
Trustee Fee Payable	-	-	-	-	-
Other Liabilities	-	-	-	-	-
Total Liabilities	-	-	-	-	-
FUND EQUITY					
Fund Balance (beginning)	-	-	-	-	-
Add: Contributions during the quarter	-	-	-	-	-
Less: Withdrawals during the quarter	-	-	-	-	-
Fund Balance (ending)	-	-	-	-	-
Retained Earnings (beginning)	-	-	-	-	-
Add (Less): Net Income (Loss)	-	-	-	-	-
Retained Earnings (ending)	-	-	-	-	-
Net Unrealized Income (Loss)	-	-	-	-	-
Total Fund Equity	-	-	-	-	-
TOTAL LIABILITIES AND FUND EQUITY	-	-	-	-	-
Income					
Interest Income	-	-	-	-	-
Special Deposit Account	-	-	-	-	-
Deposit in Bank	-	-	-	-	-
Government Securities	-	-	-	-	-
Other Securities and Debt Instruments	-	-	-	-	-
Gain on Sale of Securities	-	-	-	-	-
Government Securities	-	-	-	-	-
Stocks	-	-	-	-	-
Others	-	-	-	-	-
Dividend Income	-	-	-	-	-
Total Income Before Expenses	-	-	-	-	-
Less: Expenses	-	-	-	-	-
Trust and Management Fee	-	-	-	-	-
Other Expenses	-	-	-	-	-
Total Expenses	-	-	-	-	-
NET INCOME (LOSS) BEFORE TAX	-	-	-	-	-
Taxes Withheld on Interest Income	-	-	-	-	-
Withholding Tax	-	-	-	-	-
Other Taxes	-	-	-	-	-
NET INCOME (LOSS) AFTER TAX	-	-	-	-	-