



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

Head Office:
P.O. Box 3589 Manila
FAX No. 522-14-34
Tel. Nos. 523-84-61 to 70
Website : www.insurance.gov.ph

Circular Letter No. : 17-2011
Date : March 29, 2011

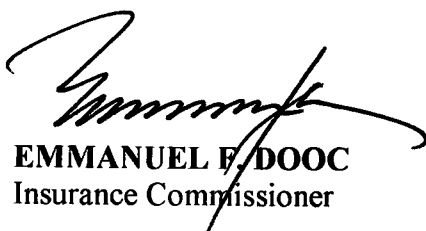
CIRCULAR LETTER

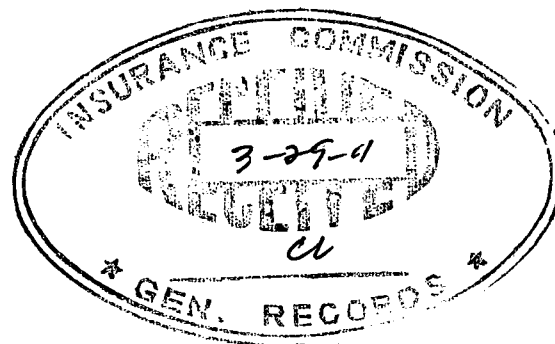
TO : **All Insurance and Reinsurance Brokers**
SUBJECT : **Filing of 2010 Audited Financial Statements**

As part of the overall requirements for renewal of Certificates of Authority, the 2010 Audited Financial Statements together with the items enumerated in Annex A hereof must be submitted not later than May 31, 2011.

Please submit the requirements promptly to avoid penalty

For strict compliance


EMMANUEL F. DOOC
Insurance Commissioner



**Name of Insurance/Reinsurance Broker
For the Year Ended December 31, 2010**

**ATTACHMENTS TO THE AUDITED FINANCIAL STATEMENTS
OF INSURANCE AND REINSURANCE BROKERS**

	REMARKS
1. Certification of IC-accredited auditor	_____
2. Adjusted Trial Balance as of December 31, 2010	_____
3. Statement of Business Done	_____
4. Schedule of the following accounts:	_____
a. Cash on Hand and in Banks	_____
b. Investment in Bonds and Treasury Bills	_____
c. Investment in Stocks	_____
d. Real Estate Owned	_____
e. Premium Receivable/Due From Reinsurers – with aging of accounts	_____
f. Commissions Receivable – with aging of accounts	_____
g. Accounts Receivable	_____
h. Due to Insurers/Due to Reinsurers – per principal-with aging of accounts	_____
i. Accounts/Notes Payable	_____
j. Advances to/from Officers and Stockholders	_____
k. Mortgage Loan Receivable/Payable and other loan accounts	_____
l. EDP Equipment	_____
m. Taxes Payable	_____
5. Confirmation of sales of investments in bonds and/or treasury bills	_____
6. Passbook and bank statements as of December 31, 2010 and January 31, 2011 together with the bank reconciliation statements	_____
7. Certificates of time deposits as of December 31, 2010 and proof of roll-over thereof, if applicable	_____
8. Proof of ownership of investments in stocks and real estate	_____
9. Official receipts and deposit slips for deposit in transit, if applicable	_____
10. Schedule of outstanding checks, if applicable	_____
11. Proof of collection and remittance	_____
12. Confirmation of receivable/payable accounts ₱300,000.00 and above	_____
13. Documents to support loans receivable/payable accounts	_____
14. Sales invoices and official receipts to support purchases of EDP equipment during the year	_____
15. Proof of payment of taxes	_____
16. Others	_____

Submitted by:

Signature over Printed Name and
Designation of Responsible Officer