



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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May 13, 2004

CIRCULAR LETTER NO. 11-2004

To : All Non-Life Insurance Companies Authorized to
Transact Business

Subject : Quarterly Reporting of COCs Issued

All non-life insurance companies are directed to submit to the Insurance Commission at the end of each quarter data on the monthly number of Motor Vehicle CTPL Certificates of Cover (COCs) issued. Please see attached format.

For the First Quarter 2004, companies should submit their report **not later than May 31, 2004** and for the succeeding quarters, the report should be submitted not later than fifteen (15) days after the close of every quarter.

Companies are also enjoined to submit their report for the whole year 2003 **not later than June 30, 2004.**

For strict compliance.

EDUARDO P. MALINIS
Officer-In-Charge



REPORT FORMAT

Name of Insurance Company

1st Quarter Report: Year _____

Month

January

February

March

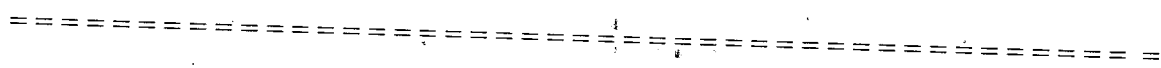
Total

of COCs

Signature Over

Submitted by: Printed Name of Officer

Designation



Name of Insurance Company

2nd Quarter Report: Year _____

Month

January

February

March

April

May

June

Total

of COCs

Signature Over

Submitted by: Printed Name of Officer

Designation

2

REPORT FORMAT

Name of Insurance Company

3 rd Quarter Report: Year _____		
Month		# of COCs
January		
February		
March		
April		
May		
June		
July		
August		
September		
Total		_____

Signature Over
Submitted by: Printed Name of Officer
Designation

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Name of Insurance Company

4 th Quarter Report: Year _____		
Month		# of COCs
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Total		_____

Signature Over
Submitted by: Printed Name of Officer
Designation

2