



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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Circular No :	11-2005
Date :	April 12, 2005
Superseding:	

CIRCULAR LETTER

To : All Life and Non-Life Insurance Companies Doing Business in the Philippines

Subject : Preparation of Annual Statements

In accordance with the provisions of Section 223 of the Insurance code, the following rulings relative to the filing of 2004 Annual Statements are hereby promulgated for the information and guidance of all concerned:

1. The Statements to be filed shall be in the reduced form size of 8 ½ x 14in. bond paper instead of the old blue or pink form, using Times New Roman font size 10.
2. The formats, columnar headings and footnote instructions in every page of the blue and pink form shall be strictly observed and followed.
3. All required documents listed in our letter dated 11 January 2005 shall be completely submitted/presented together with said filing of the Statement. A soft copy in floppy disks together with the hard copy may be submitted.
4. Annual Statements with incomplete documents shall not be accepted.

Further, in accordance with Section 197 of the same Code, your Certificate of Authority shall expire on June 30, 2005, and shall be renewed by this Commission upon application therefore and payment of the corresponding fee, if the company is continuing to comply with the provisions of the Code or the Circulars, instructions, rulings, orders or decisions of the Commissioner.




BENJAMIN S. SANTOS
Insurance Commissioner