



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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Circular Letter: 8 - 2009
Date: February 11, 2009

CIRCULAR LETTER

To : All Insurance and Reinsurance Companies Doing Business in the Philippines

Subject: Filing of 2008 Annual Statements

The following guidelines are hereby issued for the information and guidance of all concerned:

1. The Annual Statements shall be in the reduced size of the old blue and pink annual statement blank forms for life and non-life insurance companies, respectively; on legal size bond paper (8 ½ x 14 inches), using either the Times New Roman font size #12 or Arial font size #10. Attached to each Annual Statement shall be the documents enumerated in Annex A hereof;
2. The exact formats, columnar headings and footnote instructions found in every page of the old blank form shall be observed;
3. A soft copy of the Annual Statement and attachments shall also be submitted;
4. Any Annual Statement submitted with incomplete documents shall not be considered full compliance with the requirement; and,
5. The filing fee shall be Twenty Thousand Pesos (₱20,000.00).

Please file your 2008 Annual Statements on or before April 30, 2009 to avoid penalty.


EDUARDO T. MALINIS
Insurance Commissioner



Annex A

**LIST OF DOCUMENTS TO BE SUBMITTED TO FORM PART OF THE ANNUAL
STATEMENTS OF NON-LIFE INSURANCE COMPANIES:**

For the year ended December 31, 2008

1. Two (2) copies of 2008 Audited Financial Statements with comparative figures for 2007, signed by an external auditor accredited by this Commission;
2. Reconciliation Statement of the Audited Financial Statements versus the Annual Statement figures;
3. Two (2) copies of Adjusted Trial balance, signed by the Chief Accountant;
4. Two (2) copies of Income Statement;
5. Computation of Risk Based Capital Ratio;
6. For foreign companies, Annual Statement on Worldwide Business and Statement of Receipts and Disbursements as of year end;
7. Extra copy each of Pages 1, 3, 5, 8 & 42 and Recaps I to VI, as revised.
 - a. Include a written explanation in case of negative entries in any of the six recaps;
 - b. Fill up the column on COCs;
8. Extra copy of Exhibit V – Statement of Premiums and Losses (ASEAN – UFIS);
9. Two (2) copies of list of current members of board of directors, their respective addresses, positions and committee membership;
10. Copy of minutes of meetings of the board and executive committees, including a copy each of the board resolutions made during the year;
11. BIR Return Form No. 1604-E;
12. Schedule of investments made and sold during the year;
13. Schedule showing balance sheet items in foreign currency and their peso equivalent, including a sub-schedule showing currency breakdown, in case an account consists of multiple currencies;
14. Confirmation of sales of investments in Bonds and Treasury Bills, together with the yearend Statement of Securities Account of BTr-RoSS;
15. Certification of investments as of yearend from custodian bank for the company's dollar-denominated Bonds;
16. Statement of Account as of yearend from Philippine Depository & Trust Corp. for the company's scriptless investments in stocks;
17. Documents supporting Mortgage Loans, Guaranteed Loans, Collateral Loans and Other Loans accounts;
18. Bank statements/passbooks of all current, savings and time deposit accounts as of December 31, 2008 and January 2009, together with pertinent bank reconciliation statements;
19. Official receipts, deposit slips and bank statements to support yearend deposits in transit, if any;
20. Sales invoices and official receipts to support purchases of EDP equipment during the year;
21. Photocopy of Premiums Receivable ledger for the year;
22. Schedule of monthly production for the year, showing separately in columns the gross premiums, cancellations, various taxes and commission;
23. Schedule of monthly collections of Premiums Receivable during the year showing the premiums separately from the various charges;
24. Schedule of monthly collections of RI Commissions during the year;
25. Schedule of Losses Paid during the first quarter of 2009 using the format of Schedule 19, further indicating the check number, amount and date paid;
26. Production report for November and December 2008 on marine cargo business;
27. Official receipts to support payments of Premium Tax, Documentary Stamp Tax, Fire Service Tax, VAT and Real Estate Tax, including any journal vouchers made to record tax settlements with BIR during the year; and,

28. For companies to avail of the reconsideration of the 1st quarter collections of over 90-day premiums receivable as after date transactions:

- a) Schedule of Premiums Receivable with full details of insurance policies over 90-days overdue;
- b) Schedule of after date collections with details of policies, indicating official receipts number, date and amount collected;
- c) Copies of official receipts, validated deposit slips, passbooks and/or bank statements evidencing collections;
- d) Production and remittance reports of general agents and insurance brokers as stipulated in the general agency / insurance brokers' agreements; and
- e) Other pertinent documents as may be required during the examination / verification process.

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Annex A

**LIST OF DOCUMENTS TO BE SUBMITTED TO FORM PART OF THE ANNUAL
STATEMENTS OF LIFE INSURANCE COMPANIES:
For the Year Ended December 31, 2008**

1. Two (2) copies of 2008 Audited Financial Statements with comparative figures for 2007, signed by an external auditor accredited by this Commission;
2. Reconciliation Statement of the Audited Financial Statements versus the Annual Statement figures;
3. Two (2) copies of Adjusted Trial Balance, signed by the Chief Accountant;
4. Two (2) copies of Income Statement;
5. Computation of Risk Based Capital Ratio;
6. For foreign companies, Annual Statement on Worldwide Business and Statement of Receipts and Disbursements as of yearend;
7. Schedule V – Premiums & Claims by Market Segment & Region;
8. Extra copy each of Pages 1, 3, 7, 9, 16, 17, 20 and 43. Figures on Page 7 (Exhibit 1) shall be gross of loading;
9. Separate sheet for the assumed and ceded premiums for unauthorized companies;
10. Two (2) copies of list of current members of board of directors, their respective addresses, positions and committee membership;
11. Copy of minutes of meetings of the board and executive committees, including a copy each of the board resolutions made during the year;
12. A certification of the company's Comptroller or any responsible officer with the rank of at least Vice President for the items specified in Annex B of Circular Letter dated January 14, 1987;
13. Statement of Opinion on Policy Loans by the Company's Actuary duly accredited by this Commission in accordance with Circular Letter dated January 14, 1987, and a certification on the items listed in Annex A of the said Circular Letter;
14. BIR Return Form No. 1604-E;
15. Schedule of investments made and sold during the year;
16. Schedule showing balance sheet items in foreign currency and their peso equivalent, including a sub-schedule showing the currency breakdown in case an account consists of multiple currencies;
17. Confirmation of sales of investments in Bonds and Treasury Bills, together with the yearend Statement of Securities Account of BTr-RoSS;
18. Certification of investments as of yearend from custodian bank for the company's dollar-denominated Bonds;
19. Statement of Account as of yearend from Philippine Depository & Trust Corp. for the company's scriptless investments in stocks;
20. Documents supporting Mortgage Loans, Guaranteed Loans, Collateral Loans and Other Loans accounts;
21. Bank statements/passbooks of all current, savings and time deposit accounts as of December 31, 2008 and January 2009, together with the pertinent bank reconciliation statements;
22. Official receipts, bank validated deposit slips and bank statements to support yearend deposits in transit, if any;
23. Sales invoices and official receipts to support purchases of EDP Equipment during the year;
24. Official receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year; and,

25. For companies with Variable Contracts:
- a) Separate Annual Statement for each variable account;
 - b) 2 copies of Exhibit II – Statement of Changes in Net Assets and Exhibit III – Unit Movement for the year (Using the format shown on the attached sheet);
 - c) Schedule showing balance sheet items in foreign currency and their peso equivalent, including a sub-schedule showing the currency breakdown in case an account consists of multiple currencies;
 - d) Confirmation of sales of investments in Bonds and Treasury Bills, together with the yearend Statement of Securities Account of BTr-RoSS;
 - e) Certification of investments as of yearend from custodian bank for the company's dollar-denominated Bonds;
 - f) Statement of Account as of yearend from Philippine Depository & Trust Corp. for scriptless equity investments;
 - g) Bank statements/passbooks of all current, savings and time deposit accounts as of December 31, 2008 and January 2009, together with the pertinent bank reconciliation statements; and,
 - h) Official receipts, bank validated deposit slips and bank statements to support yearend deposits in transit, if any.

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ANNUAL STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2008 OF THE _____

EXHIBIT II - STATEMENT OF CHANGES IN NET ASSETS

Net Assets, Beginning of the year		Ps _____
Additions: Deposits, Net of Withdrawals Gross Investment Income:		_____
Interest on Bonds	Ps _____	
Dividend Income	_____	
Interest on Bank Deposits	_____	
Interest on Loans	_____	
Other Income (Specify)	_____	
Total Additions		_____
Deductions: Investment Expenses: Investment Management Fees Taxes Other Expenses (Specify)		_____
Total Deductions		(_____)
Net Assets, End of the Year		Ps _____

EXHIBIT III - UNIT MOVEMENT FOR THE YEAR

Outstanding Units at the beginning of the year		Ps _____
Add / (Deduct) Deposits / (Withdrawals) during the year		_____
Outstanding Units at the end of the year		Ps _____