

## ANNEX A

**CHECKLIST OF SUPPORTING DOCUMENTS  
OF MUTUAL BENEFIT ASSOCIATIONS  
For the Year Ended 31 December 2018**

NAME OF COMPANY				
		DOCUMENT	HARD COPY	SOFT COPY
	1.	2018 Audited Financial Statements with comparative figures for 2017, signed by an External Auditor accredited by the Insurance Commission, and duly received by the Bureau of Internal Revenue (BIR)	✓ (binded)	✓ (PDF/ scanned format)
	2.	Adjusted Trial Balance as of 31 December 2018 signed by the Chief Accountant		✓ (PDF/ scanned format)
	3.	Reconciliation of figures/accounts in the Adjusted Trial Balance (breakdown/groupings) to tally with the figures/accounts in the Annual Statement and Audited Financial Statements. (Format 10 & 11)		✓ (Template Excel)
	4.	Computation of Risk-based Capital Ratio of the company		✓
	5.	2018 General Information Sheet filed with Securities and Exchange Commission	✓	
	6.	Accredited actuary's certification on actuarial and all related accounts / Statement of Opinion on Policy Loans for the accounts: <i>Basic contingent benefit reserve, Optional benefit reserve, Liability on individual equity, Members certificate/Policy loans, Member's contributions Due &amp; Uncollected/Net premiums due &amp; uncollected, Members' assessment receivable, Claims payable on basic contingent benefit/Optional benefits</i>	✓	✓ (PDF/ scanned format)
	7.	Certification of the association's comptroller or any responsible officer with the rank of at least Vice President for the accounts: <i>Members' fees, dues &amp; fees receivable, Liability on individual equity, Unremitted members' contributions, dues &amp; fees/premiums, Members' deposit, Members' contributions received in advance/premiums received in advance</i>	✓	✓ (PDF/ scanned format)
	8.	Detailed schedule of the following actuarial accounts (with printed copies of the (i) First Page and (ii) Last Page (Showing the totals of the said schedules)	✓	

DOCUMENT		HARD COPY	SOFT COPY
	a. Seriatim List of all members indicating therein the minimum basic information using the attached MBA-Required Format No 3		
	b. Membership certificate/policy Loans (Cash Loan & Automatic Premium Loan) if any, indicating therein the minimum basic information: <i>Membership certificate/Policy number, Name of member/policyholder, Membership date, Policy /Effectivity Date, Plan, Basic Benefit, Amount of Insurance, Maturity Date of Insurance, Date of Loan, Maturity Date of Loan granted, Amount of Loan granted, Interest (Earned &amp; Unearned), Outstanding Balance of Loan, Cash values as of 31 December 2018, Reserves as of 31 December 2018;</i>		
	c. Members' fees, dues & fees receivable, Unremitted members contributions, dues & fees, unremitted premiums, Members' assessment receivable indicating therein the minimum basic information . <i>Membership certificate/Policy number, Name of Member/Policyholder, Membership/Policy Date, Basic benefit, Amount of Insurance, Last payment of contribution/premium, Account balance as of 31 December 2018, Equity value as of 31 December 2018,</i>		✓ (Microsoft Excel format)
	d. Claims payable on basic contingent benefit, Claims payable on optional benefit, Other benefit payable on Basic/Optional policies using the attached MBA-Required Format No. 4		
	e. Members' contributions received in advance/Premiums received in advance indicating therein the minimum basic information (if applicable): <i>Membership certificate/Policy number, Name of member/policyholder, Membership date, Policy /Effectivity Date, Basic benefit/ Amount of Insurance, Amount of claim paid , Date Paid, Amount of equity value paid, as of 31 December 2018, Account balance as of 31 December 2018;</i>		
	f. All claims filed (paid or unpaid) for Basic & Optional insurance bebefits in the first quarter of 2019 indicating therein the minimum information: <i>Membership certificate/Policy number, Name of member/policyholder, Claim Number , Date of Claim Filed, Membership date, Policy /Effectivity Date, Plan, Basic benefit, Amount of Insurance, Date of Death/Hospitalization/Accident, Amount of claim paid , Date Paid, Amount of Equity value paid/unpaid, Unpaid balances as of December 31, 2018</i>		
9.	Statement of Securities Account of BTR-ROSS/ Securities Account for Tax Tracking as of 31 December 2018	✓	
10.	Certification from the Custodian Bank for Dollar-denominated Bonds as of 31 December 2018	✓	
11.	Schedule of Dollar-denominated Bonds using the attached MBA – Required Format No.2		✓

	DOCUMENT	HARD COPY	SOFT COPY
12.	Supporting documents of all investments not presented during the inventory	✓	
13.	Detailed schedule showing the computation of Fair Market or Book Value of Schedule of Bonds and Treasury Bills, together with the pricing documents (Column 13 of Schedule A1 and A2 of Annual Statement. Refer to MBA- Required Format No. 9)		✓ (Microsoft Excel format)
14.	Complete set of financial statements for IMA accounts	✓	
15.	Supporting documents as of purchase date and NAVPU as of 31 December 2018 for Mutual Fund, Unit Investment Trust and Real Estate Investment Trust	✓	
16.	Certification from Philippine Depository & Trust Corp (PDTC) for the Scriptless Stock Certificates as of 31 December 2018	✓	
17.	Breakdown/Computation/Schedule of Fluctuation Reserve-Bonds/Stocks and Revaluation Reserve – Real Estate as reported in the Annual Statement	✓	
18.	Bank Reconciliation statements to be supported by Bank Statements/Passbooks of all Current, Savings and Time Deposit accounts as of 31 December 2018 and 31 January 2019	✓	
19.	Detailed schedule of Deposits-in-Transit and Undeposited Collections, showing in columns the Official Receipt Number, Official Receipt Date, Date Deposited and Name of Depository Bank	✓	
20.	Certification of Receivables from Government Agencies/Government-owned and Controlled Corporations as of 31 December 2018	✓	
21.	Sales Invoices and Official Receipts to support purchases of Electronic Data Processing (EDP) Equipment during the year ended 31 December 2018	✓	
22.	Official Receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year ended 31 December 2018	✓	
23.	Schedule of Reinsurance Recoverable and Due to Reinsurers as of year-end, if any, using the attached MBA - Required Format No. 7.	✓	✓
24.	Summary of in-force certificates and policies by plan of insurance as of December 31, 2018 using the attached MBA - Required Format No. 1.	✓	✓
25.	Copy of MBA – Required Format No. 5	✓	✓
26.	Schedule showing balance sheet items in foreign currency, if any, and their peso equivalent, including a sub-schedule showing the currency breakdown in case an account consists of multiple currencies.		✓
27.	Copy of the 2018 Annual Statements.	✓	✓

DOCUMENT		HARD COPY	SOFT COPY
28.	List of current members of board of directors and trustees, independent directors/trustees and their respective addresses, positions and also the chairman and members of Audit, Remuneration and Nomination committees.		✓ (Microsoft Excel format)
29.	Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the year ended 31 December 2018		✓ (PDF/ scanned format)
30.	For companies with Microinsurance business		
a.	Enhanced Performance Indicators and Standard in Microinsurance (i.e., SEGURO) using Insurance Commission Circular 2016-63 dated 16 December 2016; and		✓ (Microsoft Excel format)
b.	Report/assessment of Institute of Corporate Director (ICD) on company's corporate governance score card for the year 2017	✓	
c.	Copy of the following :		
	c.1. Production:		
	Schedule showing separately in columns the Certificate Number, Policy Number, Name of the Member/Assured, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, and Other Taxes (per Product Line), Total Premium Production		
	c.2. Collections:		
	Schedule showing separately in columns the Certificate Number, Policy Number, Name of the Assured, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, Other Taxes, Amount Collected, Official Receipt Number, and Official Receipt Date, Total Collections		✓ (Microsoft Excel format)
	c.3. Claims paid duly signed by General Manager/Claims Manager		
	Schedule showing separately in columns the Certificate Number, Policy Number, Name of Assured, Name of Claimant, Relationship to the Member, Claim Number, Date Filed, Sum Insured, Date of Loss, Amount of Loss, Nature of Claim, Date Paid, and Voucher Number, Total Amount of Claims		
31.	Schedule on Benefits Payable (MBA - Required Format No. 6); Reinsurance Ceded (MBA - Required Format No. 7); Claims paid/denied during the year (MBA - Required Format No. 8).		✓
32.	Contact Details of the Company's representative from:		✓

DOCUMENT			HARD COPY	SOFT COPY
				(Microsoft Excel format)
	a.	Accounting Unit/Division/Department:		
	a.1.	Full name (i.e., First Name, Middle Initial, Last Name)		
	a.2.	Designation		
	a.3.	Official Telephone Number		
	a.4.	Official Fax Number		
	a.5.	Official E-mail Address		
	b.	Actuarial Unit/Division/Department:		
	b.1.	Full name (i.e., First Name, Middle Initial, Last Name)		
	b.2.	Designation		
	b.3.	Official Telephone Number		
	b.4.	Official Fax Number		
	b.5.	Official E-mail Address		
33.		FLASH DRIVE NO. 1		✓
		- Containing requirements in soft copy format for Item Nos. 6,7, 8, 30 and 31 related to actuarial accounts, due to huge file size		
34.		FLASH DRIVE NO. 2		✓
		- Containing all requirements in soft copy format, except Item Nos. 6, 7, 8, 30 and 31		
35.		The Flash Drives , Annual Statement and all schedules must be free from company's security password.		✓

<b>Remarks:</b> <hr/>
<b>Received by:</b>  <hr/> Signature over Printed Name

<b>Submitted by:</b> <hr/> Signature over Printed Name  <hr/> Designation
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**MBA - REQUIRED FORMAT NO. 1**

**SUMMARY OF CERTIFICATES AND POLICIES BY PLAN OF INSURANCE**

**In force as of December 31, 2018**

**1. BASIC**

Plan	Number of			Amount of Insurance for	
	Certificates	Member	Dependents	Member	Dependents

**2. OPTIONAL FUND**

INDIVIDUAL INSURANCE			GROUP INSURANCE			
Plan	Number of		Plan	Number of		
	Policies	Member		Policies	Certificates	Member

**MBA - Required Format No. 2  
Dollar Denominated Bonds**

Description	Face Value		Acquisition Cost		Price (%)	Dollar Rate at the Time of acquisition
	Peso	Dollar	Peso	Dollar		
<b>Total</b>						

MBA REQUIRED FORMAT No. 3

SERIATIM LIST OF MEMBERS AS OF 31 December 2018

Mutual Benefit Fund											Optional Benefit Fund (if any)							
Certificate Number	Name of Member	Date of Membership	Basic Benefit	Mode of contribution (weekly/monthly)	Contribution per week/month	Members' contribution due & uncollected	Total accumulated contributions as of 31 December 2018	Interest on equity value, if any	Total Equity value as of 31 December 2018	Reserves as of 31 December 2018	Policy Number	Policy/Effectivity Date	Face Amount	Modal Premium (annual, semi-annual, quarterly, monthly)	Net premiums due & uncollected	Last due date	Cash values as of 31 December 2018	Reserves as of 31 December 2018
<i>should be reflected in account # 114200 per Annual statement</i>							<i>should be reflected in account # 211000 including interest (if any) per Annual statement</i>			<i>should be reflected in account # 114300 per Annual Statement</i>			<i>should be reflected in account # 118000 per Annual Statement</i>					

Name of Company:  
As of 31 December 2018

**CLAIMS PAYABLE**

	Claim Number	Date of claim filed	Name of Member/Policyholder	Membership Date	Policy/Effectivity Date	Type of claim	Date of Death/Hospitalization/ Accident/Surrender	Amount of claim				Amount paid	Date paid	Amount unpaid as of 31 December 2018	Remarks
								Basic Mutual Benefit	Optional Benefit	Other Benefit payable on Basic/Optional policies	Equity Value				
<b>Basic members' benefit</b>															
1	Due and Unpaid														
2	Claims in course of settlement														
3	Resisted Claims														
4	Incurred But Unreported claims														
	<b>Total</b>														
<b>Optional Benefit</b>															
1	Due and Unpaid														
2	Claims in course of settlement														
3	Resisted Claims														
4	Incurred But Unreported claims														
	<b>Total</b>														
<b>b. Micro</b>															
1	Due and Unpaid														
2	Claims in course of settlement														
3	Resisted Claims														
4	Incurred But Unreported claims														
	<b>Total</b>														



MBA REQUIRED FORMAT NO. 5

Name of Company:

RECEIVABLES

Certificate No.	Name of Member	Months Due & Unpaid	General Fund	Basic Members' Fund	Optional Fund Unpaid Premium		Date Paid/Remitted
			Unpaid Fees/Dues	Unpaid Contributions	Regular	Micro	
<b>1. Members' Fees/Dues/Contributions Due &amp; Unpaid</b>					NA	NA	
<b>Allowance for Probable Losses</b>							
<b>Total</b>							
<b>2. Members' Premiums Due &amp; Unpaid</b>					NA		
<b>Allowance for Probable Losses</b>							
<b>Total</b>							
<b>3. Members' Assessment Receivable</b>							
<b>Allowance for Probable Losses</b>							
<b>Total</b>							
<b>4. Members' Fees, Dues, Contribution Dues Unremitted</b>							
Name of partner							
<b>Allowance for Probable Losses</b>							
<b>Total</b>							

**MBA REQUIRED FORMAT NO# 6**

Name of Company:														
<b>Benefits Payable</b>														
	Date filed	Certificate Number	Name of Member	Name of claimant	Relationship to the member	Type of claim	Date of event	Amount of claim				Date paid	Amount paid	Remarks
								Basic Mutual Benefit	Optional Benefit	Equity value	Others			
<b>Basic members' benefit</b>														
1. Due and Unpaid														
2. Claims in course of settlement														
3. Resisted Claims														
4. Incurred But Unreported claims														
<b>Total</b>														
<b>Optional Benefit</b>														
<b>a. Regular</b>														
1. Due and Unpaid														
2. Claims in course of settlement														
3. Resisted Claims														
4. Incurred But Unreported claims														
<b>Total</b>														
<b>b. Micro</b>														
1. Due and Unpaid														
2. Claims in course of settlement														
3. Resisted Claims														
4. Incurred But Unreported claims														
<b>Total</b>														

MBA REQUIRED FORMAT NO.# 7

Reinsurance Ceded

Name of company	Balance as of Current Year						Transaction During the year				
	Amount Ceded	Reserves credit	Claims recoverable on		Amounts Due to Reinsurer		Premium on Reinsurance during the year	Commissions on ceded business	Recoveries on claims reinsured	Other recoveries (Payments)	Remittances made during the year
			Paid Claims	Unpaid Claims	Premiums	Others					
<b>Total</b>											

**MBAI REQUIRED FORMAT NO# 8**

<p style="text-align: center;"><b>NAME OF ASSOCIATION</b> <b>CLAIMS PAID/DENIED DURING THE YEAR 2018</b></p>										
Nature of Claim	Nature of Claim	Name of the Assured	Name of Beneficiary	Sum Insured	Amount of Claim	Date Filed	Date of Loss	Date paid	Amount paid	Remarks
<b>Total</b>										

Required Format No. 9 - MBAI

Schedule for Fair Market Value of Bonds/Treasury Bills  
As of December 31, 2018

CATEGORY (notes 1, 2, 6)	DATE			CERTIFICATES			YTM	Coupon Rate	Financial Asset Category	Source	Market Valuation		Market Value
	Acquired	Issued	Maturity	Serial No	Total	Total					Rate	Price	
					(Foreign Currency)	(Pesos)							
Domestic Issues a. Government													
Foreign Currency (note 3) a. Government  b. Private													
Total													

**MBA FORMAT 10**

**Reconciliation of Adjusted Trial Balance with the Annual Statement and Audited Financial Statements.**

**STATEMENT OF FINANCIAL POSITION**

Trial Balance		Audited Financial Statements			Exhibit 12 Ledger Asset Column			Variance	Remarks
Account	Amount	Account in Face of AFS	Account in the Note to AF	Amount	Main Account in the AS	Sub-Account in the AS	Amount		
	A			B			C	D = A-C	
Petty Cash Fund	10,000.00				Cash on Hand		10,000.00		
Cash in Bank	20,000.00				Cash in Bank		20,000.00		
Time Deposit	30,000.00	Cash and Cash Equivalent		60,000.00	Time Deposit		30,000.00		

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**MBA FORMAT 11**

**Reconciliation of Annual Statement and Audited Financial Statements.**

**STATEMENT OF COMPREHENSIVE INCOME**

Audited Financial Statements			FRF SOCI in AS			Variance	Remarks
Account in Face of AFS	Account in the Note to AFS	Amount	Main Account in the AS	Sub-Account in the AS	Amount		
General and Administrative Expense	Salaries, wages and employee benefits						
	Outside services						
	Advertising and promotions						
	Agency fees						
	Entertainment, amusement and recreation						
	Depreciation and amortization						
	Rent expense						
	Transportation and travel						
	Donations and contributions						
	Repairs and maintenance						
	Printing and office supplies						
	Utilities						
	Professional fees						
	Association dues						
	Taxes and Licenses						
	Miscellaneous expense						
Underwriting Expense	Commission expense						
	Service fee						
	Other underwriting expense						