

ANNEX A

**CHECKLIST OF SUPPORTING DOCUMENTS
OF MUTUAL BENEFIT ASSOCIATIONS
For the Year Ended 31 December 2019**

NAME OF COMPANY

DOCUMENT		SOFT COPY	
		PDF File	Excel File
1.	Copy of the 2019 Annual Statement		✓
2.	2019 Audited Financial Statements with comparative figures for 2018, signed by an External Auditor accredited by the Insurance Commission, and duly received by the Bureau of Internal Revenue (BIR)	✓ <i>(Whole AFS- PDF File converted from Excel and Word File)</i> ✓ <i>(Scan copy of the stamped received by BIR)</i>	
3.	Adjusted Trial Balance as of 31 December 2019 signed by the Chief Accountant	✓ <i>(Signed by the Chief accountant)</i>	✓ <i>(Other copy)</i>
4.	Reconciliation of figures/accounts in the Adjusted Trial Balance (breakdown/groupings) to tally with the figures/accounts in the Audited Financial Statements and Annual Statement (MBA Format No. 1,1A,2,2A)		✓
5.	Computation of Risk-based Capital Ratio of the company		✓
6.	2019 General Information Sheet filed with Securities and Exchange Commission	✓	
7.	Accredited actuary's certification on actuarial and all related accounts / Statement of Opinion on Policy Loans <i>(e.g. Basic contingent benefit reserve, Optional benefit reserve, Liability on individual equity, Members 'certificate/Policy loans, Member's contributions/premiums due & uncollected, Members' assessment receivable, Claims payable on basic contingent benefit/Optional benefits)</i>	✓	
8.	Certification of the association's comptroller or any responsible officer with the rank of at least	✓	

DOCUMENT		SOFT COPY		
		PDF File	Excel File	
		Vice President for the accounts: <i>Members' fees, dues & fees receivable, Liability on individual equity, Unremitted members' contributions, dues & fees/premiums, Members' deposit, Members' contributions/premiums received in advance</i>		
	9.	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)		✓
		a. Seriatim List of all members indicating therein the minimum basic information using the attached Life-Required (MBA 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 & Unearned) ,Outstanding Balance of Loan, Cash values as of 31 December 2019, Reserves as of 31 December 2019;</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 2019, Equity value as of 31 December 2019;</i>	✓	✓
		d. Claims payable on basic contingent benefit, Claims payable on optional benefit, Other benefit payable on Basic/Optional policies as of 31 December 2019 (MBA Format No. 4)		
		e. All claims filed (paid or unpaid) for Basic & Optional insurance in the first quarter of 2020 indicating therein the minimum information same in requirement 10.d		
		f. Members' contributions received in advance/Premiums received in advance indicating therein the minimum basic information: (MBA Format No. 5)		

DOCUMENT		SOFT COPY	
		PDF File	Excel File
10.	Statement of Securities Account of BTR-ROSS/ Securities Account for Tax Tracking as of 31 December 2019	✓	
11.	Certification from the Custodian Bank for Dollar-denominated Bonds as of 31 December 2019	✓	
12.	Schedule of Dollar-denominated Bonds using the attached MBA Format No.6.		✓
13.	Supporting documents of all investments not presented during the inventory	✓	
14.	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. (MBA Format No. 7)		✓
15.	Complete set of financial statements for IMA accounts	✓	
16.	Supporting documents as of purchase date and NAVPU as of 31 December 2019 for Mutual Fund, Unit Investment Trust and Real Estate Investment Trust	✓	
17.	Certification from Philippine Depository & Trust Corp. (PDTC) for the Scriptless Stock Certificates as of 31 December 2019	✓	
18.	Breakdown/Computation/Schedule of Fluctuation Reserve-Bonds/Stocks and Revaluation Reserve –Real Estate as reported in the Annual Statement		✓
19.	Bank Statements/Passbooks of all Current, Savings and Time Deposit accounts as of 31 December 2019 and 31 January 2020, together with the pertinent Bank Reconciliation statements 19.1 Supporting Documents for Current and Savings Accounts: 19.1.1 Bank Accounts with Adjusted Balance equal to Unadjusted Bank Balance, a Bank Certification with e-signature of the Bank's authorized representative on Bank's letter head, certifying the 31 December 2019 balance of the Insurance Company will be sufficient. 19.1.2 Bank Accounts with Adjusted Balance	✓ ✓	

DOCUMENT		SOFT COPY	
		PDF File	Excel File
	<p>not equal to Unadjusted Bank Balance, statement of account, passbook or bank statement showing 01 December 2019 to 31 January 2020 transactions and running balance with certification from bank.</p> <p>19.1.3 Bank Reconciliation for December 2019 and January 2020</p> <p>19.2 Time Deposit Certificate and subsequent rollover certificate or new certificate if matured already during electronic submission. If Time Deposit was not rolled over, documents showing where the proceeds were deposited.</p>	<p>✓</p> <p>✓</p>	
20.	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 MBA Format No. 12		✓
21.	Certification of Receivables from Government Agencies/Government-owned and Controlled Corporations as of 31 December 2019	✓	
22.	Sales Invoices and Official Receipts to support purchases of Electronic Data Processing (EDP) Equipment during the year ended 31 December 2019	✓	
23.	Official Receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year ended 31 December 2019	✓	
24.	Schedule of Reinsurance Recoverable and Due to Reinsurers as of year-end, if any, using the attached MBA Format No. 8.		✓
25.	Summary of in-force certificates and policies by plan of insurance as of December 31, 2019 using the attached MBA - MBA Format No. 9.		✓
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.	List of current members of board of directors and trustees, independent directors/trustees and their respective addresses, positions and		✓

DOCUMENT		SOFT COPY		
		PDF File	Excel File	
		also the chairman and members of Audit, Remuneration and Nomination committees.		
28.		Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the year ended 31 December 2019	✓	
29.		Claims paid/denied during the year (MBA Format No. 10)		✓
30.		Schedule of Members' Fees/Dues/Contributions Due & Unpaid (MBA Format No. 11) .		✓
31.		Latest copy of Certificate of Tax Exemption issued by the Bureau of Internal Revenue (BIR) pursuant to BIR Revenue Memorandum Order No. 38-2019	✓	
32.		For MBAs 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		✓
	b.	Report/assessment of Institute of Corporate Director (ICD) on company's corporate governance score card for the year 2018	✓	
	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		
		c.3. Claims paid duly signed by General		

DOCUMENT				SOFT COPY	
				PDF File	Excel File
			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		
	33.	Contact Details of the Company's representative from:			
		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		
	34.	Attestation Certificate with e-signature(s) by the Chief Financial Officer and/or Chief Actuarial Officer or their equivalent, that all documents/schedules have been reviewed for correctness and completeness.			✓

<p>Remarks:</p> <p>_____</p>
<p>Received by:</p> <p>_____</p> <p>Signature over Printed Name</p>

<p>Submitted by:</p> <p>_____</p> <p>Signature over Printed Name</p> <p>_____</p> <p>Designation</p>

MBA Format 1

Statement of Financial Position

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

Trial Balance			Audited Financial Statements (AFS)			Exhibit 4 Ledger Asset Column of the Annual Statement (AS)			Variance		Variance	
Account Number	Account Name	Amount	Account in the Face of AFS	Account in the Note of the AFS	Amount	FRF Main Account	FRF Sub-Account	Amount	Column C- Column F	Reference in SOFP Recon Tab 2	Column C- Column I	Reference in SOFP Recon Tab 2
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
113110	FAFV (P&L) - Debt Securities - Government 1	100,000.00	Financial Assets at Fair Value (FAFV)- Profit and Loss (P&L)		2,300,000.00	Financial Assets at Fair Value (FAFV)- Profit and Loss (P&L)		2,300,000.00				
113110	FAFV (P&L) - Debt Securities - Government 2	200,000.00		Government debt securities - local currency	300,000.00		FAFV (P&L) Investment in Bonds- Governm	300,000.00	-		300,000.00	A
113110	FAFV (P&L) - Debt Securities - Government 3	300,000.00		Government debt securities - foreign currency	300,000.00		FAFV (P&L) Investment in Bonds- Corporat	1,500,000.00	-		-	
113120	FAFV (P&L) - Debt Securities - Corporate 1	400,000.00		Private Debt securities	1,500,000.00		FAFV (P&L) Investment in Bonds- Others	300,000.00	-		300,000.00	
113120	FAFV (P&L) - Debt Securities - Corporate 2	500,000.00		Traded Equity Securities - Common Shares	100,000.00		FAFV (P&L) Investment in Stocks/Equities-	250,000.00	-			
113120	FAFV (P&L) - Debt Securities - Corporate 3	600,000.00		Traded Equity Securities - Preferred Shares	200,000.00		Investment in Stocks/Equities- Preferred/Pi	350,000.00				
113210	FAFV (P&L) - Equity Securities - Common	100,000.00		Non-Traded Equity Securities - Common Shares	150,000.00		Allowance for Impairment Loss	(400,000.00)				
113220	FAFV (P&L) - Equity Securities - Preferred	200,000.00		Non-Traded Equity Securities - Preferred Shares	150,000.00							
113230	FAFV (P&L) - Equity Securities - Others	300,000.00		Allowance for Impairment Loss	(400,000.00)							
00010	Allowance for Impairment	(400,000.00)										

* Link Balance from Column C +/- for the variance

MBA Format 2

Statement of Comprehensive Income
 Reconciliation of Adjusted Trial Balance with Annual Statement and Audited Financial Statements

Trial Balance			Audited Financial Statements (AFS)			Exhibit 4 Summary of Operations of the Annual Statement (AS)			Variance		Variance	
Account Number	Account Name	Amount	Account in the Face of AFS	Account in the Note of the AFS	Amount	FRF Main Account	FRF Sub-Account	Amount	Column C- Column F	Reference in SOCI Recon Tab 2	Column C- Column I	Reference in SOCI Recon Tab 2
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M
0000033	Transportation - Staff	100,000.00	General and Administrative Expense		3,600,000.00	Administrative Expense						
0000034	Transportation - Supervisor	200,000.00		Salaries, wages and employee benefits	xxxxx		Salaries and Wages	xxxxx	-		-	
0000035	Transportation - Manager	300,000.00		Outside Services	xxxxx		SSS Contributions	xxxxx	-		-	
0000036	Transportation - Senior Management	400,000.00		Advertising	xxxxx		Philhealth Contributions	xxxxx	-		-	
0000037	Travel - Staff	500,000.00		Agency fees	xxxxx		Pag-Ibig Contribution	xxxxx	-		-	
0000038	Travel - Supervisor	600,000.00		Entertainment, amusement and recreation	xxxxx		Employees Compensation and Maternity Contributions	xxxxx	-		-	
0000039	Travel - Manager	700,000.00		Depreciation and amortization	xxxxx		Hospitalization Contribution	xxxxx	-		-	
0000040	Travel - Senior Management	800,000.00		Rent	xxxxx		Medical Supplies	xxxxx	-		-	
0000041	Particulars 1	xxxxx		Transportation and travel	3,600,000.00		Employee's Welfare	xxxxx	-		-	
0000042	Particulars 2	xxxxx		Taxes and licenses	xxxxx		Employee Benefits	xxxxx	-		-	
0000043	Particulars 3	xxxxx		Communications	xxxxx		Post-Employment Benefit Cost	xxxxx	-		-	
0000044	Particulars 4	xxxxx		Repairs and maintenance	xxxxx		Professional and Technical Development	xxxxx	-		-	
0000045	Particulars 5	xxxxx		Retirement benefit expense	xxxxx		Representation and Entertainment	xxxxx	-		-	
0000046	Particulars 6	xxxxx		Supplies	xxxxx		Travel Expenses	3,594,612.71	-		5,387.29	A
0000047	Particulars 7	xxxxx		Light and water	xxxxx		Investment Management Fees	xxxxx	-			
0000048	Particulars 8	xxxxx		Association dues	xxxxx		Director's Fees and Allowances	xxxxx	-			
0000049	Particulars 9	xxxxx		Insurance	xxxxx		Corporate Secretary's Fees	xxxxx	-			
0000050	Particulars 10	xxxxx		Others	xxxxx		Auditors' Fees	xxxxx	-			
0000051	Particulars 11	xxxxx					Actuarial Fees	xxxxx				
							Service Fees	xxxxx				
							Legal Fees	xxxxx				
							Association Dues	xxxxx				
							Light and Water	xxxxx				
							Communication and Postage	xxxxx				
							Printing, Stationery and Supplies	xxxxx				
							Books and Periodicals	xxxxx				
							Advertising and Promotions	xxxxx				
							Contributions and Donations	xxxxx				
							Rental Expense	xxxxx				
							Insurance Expenses	xxxxx				
							Taxes and Licenses	xxxxx				
							Bank Charges	xxxxx				
							Interest Expenses	xxxxx				
							Repairs and Maintenance - Materials	xxxxx				
							Repairs and Maintenance - Labor	xxxxx				
							Depreciation and Amortization	xxxxx				
							Share in Profit/Loss of Associates and Joint Ventures	xxxxx				
							Provision for Impairment Losses	xxxxx				
							Miscellaneous Expense	xxxxx				
							Suspense	xxxxx				

* Link Balance from Column C +/- for the variance

MBA Format 1.A										
SOPF RECONCILIATION IN EXCHANGE RATE										
A										
Serial Number	Face Value in Original Currency	Currency	Price	Exchange Rate Used per TB	Balance per Trial Balance	Exchange Rate Used per AS	Balance per AS	Difference	Remarks	AS Schedule Reference
PIBD342623E4R	5,903.07	Dollars	100%	50.821	300,000.00	50.64	298,902.03	1,097.97	Difference due to exchange rate used	K.1
Note:										
Reconciliation should be as detailed as the above. Showing the cause of variance and the specific investments which can be traceable to the AS Schedule.										

MBA Format 2.A									
SOCI RECONCILIATION IN EXCHANGE RATE									
A									
Particulars	Amount in Original Currency	Currency	Exchange Rate Used per TB	Balance per Trial Balance	Exchange Rate Used per AS	Balance per AS	Difference	Remarks	
Travel and Expense 1	28,963.92	Dollars	50.821	1,471,975.38	50.64	1,466,588.09	5,387.29	Difference due to exchange rate used	
Note:									
Reconciliation should be as detailed as the above. Showing the cause of variance.									

MBA FORMAT NO. 3

SERIATIM OF MEMBERS AS OF 31 DECEMBER 2019

Mutual Benefit Fund										Optional Benefit Fund								
Certificate Number	Name of Member	Date of Membership	Basic Benefit	Mode of Contribution week/month	Contribution per week/month	Members' contribution due & uncollected	Total accumulated contributions as of 31 December 2019	Interest in equity value, if any	Total Equity Value as of 31 December 2019	Reserve as of 31 December 2019	Policy Number	Policy/Effectivity Date	Face Amount	Modal Premium (annual, semi-annual, quarterly, monthly)	Net premiums due & uncollected	Last due date	Cash value as of 31 December 2019	Reserve as of 31 December 2019

should be reflected in account# 114200 per annual statement

should be reflected in account# 211000 including interest per annual statement

should be reflected in account# 114300 per annual statement

should be reflected in account# 213000 per annual statement

MBA FORMAT NO. 4

Name of Company																		
As of 31 December 2019																		
CLAIMS PAYABLE																		
	Claim Number	Date of claim filed	Name of Member/Policyholder	Membership Certificate No./Policy No.	Membership Date	Policy/Effectivity Date	Type of claim (Death, Accident, Hospitalization, etc.)	Name of Claimant/Beneficiary	Relationship to the Member	Date of Death/Hospitalization/Accident/Surrender	Amount of claim				Amount paid	Date paid	Amount as of 31 December 2019	Remarks
											Basic Mutual Benefit	Optional Benefit	Other Benefit payable on Basic/Optional policies	Equity Value				
Basic Contingent Benefit																		
	1. Due and Unpaid																	
	2. Claims in course of settlement																	
	3. Resisted Claims																	
	4. Incurred but unreported claims																	
	Total																	
Optional Benefit																		
a. regular																		
	1. Due and Unpaid																	
	2. Claims in course of settlement																	
	3. Resisted Claims																	
	4. Incurred but unreported claims																	
	Total																	
b. micro																		
	1. Due and unpaid																	
	2. Claims in course of settlement																	
	3. Resisted Claims																	
	4. Incurred but unreported claims																	
	Total																	
Other Benefits																		
	1. Basic																	
	2. Optional																	
	Total																	

MBA FORMAT NO. 5

Schedule of Contributions/Premiums Received in Advance

As of 31 December 2019

Membership Certificate	Name of Member	Membership Certificate Date	Policy Date	Amount of Basic Benefit	Amount of Insurance	Amount of Contribution/Premium	Mode of Payment	Amount Received for contribution/premium payment	Excess of contribution payment	Ledger Liability	Non-ledger liability	Liability per AS	Remarks
Total													

MBA Format No. 6

Dollar Denominated Bonds

Description	Face Value		Acquisition Cost		Price (%)	Dollar Rate at the time of acquisition
	Peso	Dollar	Peso	Dollar		

MBA Format No. 7

Schedule for Fair Market Value of Bonds/Treasury Bills
As of 31 December 2019

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

MBA FORMAT NO. 8

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					
Total											

MBA FORMAT NO. 9

SUMMARY OF CERTIFICATES AND POLICIES BY PLAN OF INSURANCE
In force as of 31 December 2019

1. BASIC

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

2. OPTIONAL FUND

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

MBA FORMAT NO. 10

NAME OF ASSOCIATION CLAIMS PAID/DENIED DURING THE YEAR 2019										
Nature of Claim	Claim Number	Name of the Assured	Name of Beneficiary	Sum Insured	Amount of Claim	Date Filed	Date of Loss	Date paid	Amount Paid	Remarks
Total										

MBA FORMAT NO. 11

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	
1. Members' Fees/Dues/Contributions Due & Unpaid					N/A	N/A	
Allowance for Probable Losses							
Total							
2. Members' Premiums Due & Unpaid							
Allowance for Probable Losses							
Total							
3. Members' Assessment Receivable							
Allowance for Probable Losses							
Total							
4. Members' Fees, Dues, Contribution Dues Unremitted							
Name of Partner							
Allowance for Probable Losses							
Total							

Company or Association Name

Deposit in Transit and Undeposited Collection Audit Trail or Reconciliation

31 December (YYYY)

Bank Name:

Bank Account Number:

Date	S.I. or O.R. No.	Amount
12/23/2019	1	100
12/23/2019	2	100
12/23/2019	3	100
12/23/2019	4	100
12/26/2019	5	100
12/26/2019	6	100
12/26/2019	7	100
12/27/2019	8	100
12/27/2019	9	100
		900

Deposit Slip	
Date	Amount
12/27/2019	900

Bank Statement or Passbook	
Date	Amount
02/01/2020	900

Notes:

- (1) *this type of reconciliation will also be required for other than sales/premium DIT. Applicable documents should be provided.*
- (2) *If deposit slips dates and passbook entry dates are both dated on the first banking days of the subsequent year, these will be considered as undeposited collections.*
- (3) *If deposit slips dates are dated last banking days of the year under exam and passbook entry dates are dated first banking days of the subsequent year, these will be considered as Deposit in Transit (DIT), since DIT pertains to Deposits at year-end but not reflected in the bank statement/passbook/statement of account/certifications due to bank cut-off.*
- (4) *Supporting documents should be arranged in the same order above for efficient tracing.*

Legends:

Sales Invoice (S.I.)

Official Receipt (O.R.)