

**CHECKLIST OF SUPPORTING DOCUMENTS  
OF LIFE INSURANCE COMPANIES  
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 (AFS) 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).  Composite Insurance Companies, should present a separate Statement of Financial Position and Statement of Comprehensive Income for each unit or segment (Life and Non-Life), either at the face or notes of the AFS.	✓ <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 Annual Statement <b>(See Annex B)</b>		✓
5.	Computation of Amended Risk-based Capital Ratio (RBC2) of the company		✓
6.	a. Actuarial Valuation Report as of December 31, 2019 pursuant to IC Circular Letter No. 2016-66 dated December 28, 2016; b. Certification on the balances of all actuarial accounts and a Statement of Opinion on Policy Loans by the company's Actuary duly accredited by the Insurance Commission per IC CL No. 3-87 dated January 14, 1987; c. Certification on Premium Deposit Fund (PDF) by the company's comptroller or any responsible officer with the rank of at least Vice President d. Statement of Account/Certification from Pools account as of December 31, 2019	✓	
7.	<b>External Auditor Report as of 31 December 2019</b>	✓	
8.	<b>Audited Financial Statement of Parent Companies, joint ventures, subsidiaries and investment in associates as of 31 December 2019.</b>	✓ <i>(PDF File converted from Excel and Word File)</i>	

DOCUMENT		SOFT COPY	
		PDF File	Excel File
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 Policyholders indicating therein the minimum basic information using the attached Life – Required Format No. 1		
	b. Policy Loans (Cash Loan/Automatic Premium Loan) indicating the minimum basic information in the 2019 Annual Statement columns 1-17, Cash Values and Gross Premium Reserves as 31 December 2019.		
	c. Policyholder's Due & Unpaid and Policyholders' Dividends Accumulations/Dividends Held on Deposit indicating therein the minimum basic information: ( <i>Policy Number, Policy /Effectivity Date, Plan, Amount of Insurance, Maturity Date, Amount of Dividends due &amp; Unpaid (a. Dividends for policyholders b. Experience refund) Amount of Dividend Accumulations/held on deposit</i>		✓
	d. Policy & Contract Claims Payable as of 31 December 2019, and schedule of all claims filed paid or unpaid for the 1st Quarter of 2020 indicating therein the minimum basic information ( <b>Claim Number</b> , <i>Policy Number, Policyholder's name, Policy /Effectivity Date, Maturity Date, Plan, Amount of Insurance, Amount of Claim, ,Amount paid, Date paid, Status/Remarks</i> )		
	e. Schedule of the asset/s that correspond and identify for PDF and/or contingency fund, future funds, benefit enhancement funds & similar fund (if any) as per IC CL No. 2014-27 dated 05 June 2014		
10.	2019 General Information Sheet (GIS) filed with Securities and Exchange Commission (SEC)	✓	
11.	Statement of Securities Account of BTR-ROSS/ Securities Account for Tax Tracking as of 31 December 2019	✓	
12.	Certification from the Custodian Bank for Foreign-currency-denominated Debt Securities as of 31 December 2019	✓	
13.	Supporting documents of all investments not presented during the inventory	✓	
14.	Amortization table for each HTM Debt Security. One tab/sheet per HTM Debt Security (soft copy). Supporting Documents for purchase of all (FVTPL, AFS & HTM) Debt Securities (hard copy).	✓ (Supporting documents)	✓ (Amortization Table)
15.	Certification from Philippine Depository & Trust Corp. (PDTCC) for the Scriptless Equity Securities Certificates as of 31 December 2019	✓	

DOCUMENT		SOFT COPY	
		PDF File	Excel File
16.	Complete set of financial statements for IMA accounts	✓	
17.	Supporting documents as of purchase date and NAVPU as of 31 December 2019 for Mutual Fund, Unit Investment Trust and Real Estate Investment Trust	✓	
18.	Breakdown/Computation/Schedule of Reserve for AFS and Reserve for Appraisal Increment - Property and Equipment as reported in the Annual Statement		✓
19.	<p>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</p> <p>19.1 Supporting Documents for Current and Savings Accounts:</p> <p>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.</p> <p>19.1.2 Bank Accounts with Adjusted Balance 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> <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. Please print soft copy provided as attachment for each DIT and Undeposited Collections ( <b>See Annex C</b> )		✓
21.	Certification of Receivables from Government Agencies/Government-owned and Controlled Corporations as of 31 December 2019	✓	

DOCUMENT		SOFT COPY	
		PDF File	Excel File
22.	Sales Invoices and Official Receipts to support purchases of IT Equipment during the year ended 31 December 2019	✓	
23.	<b>Related Party Transaction Schedules for January 1 to December 31, 2019.</b>		✓
24.	<b>Actuarial Valuation Report of Pension Asset/Obligation Account.</b>	✓	
25.	<b>Supporting documents for Plan Assets Account related to Item No. 24.</b>	✓	
26.	<b>Conglomerate Map</b>	✓	
27.	Official Receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year ended 31 December 2019.	✓	
28.	Letter of Assessment (LOA) from BIR Tax Assessment and proof of payments (BIR Form No. 0605)	✓	
29.	For companies with Variable Contracts:		
	a. Separate Annual Statement for each Variable account		
	b. 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	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)
	c. Statement of Securities Account of BTR-ROSS/Securities Account for Tax Tracking as of 31 December 2019		
	d. Certification of investments as of year-end from custodian bank for the company's Dollar-denominated Debt Securities		
	e. Schedule of Dollar-denominated Debt Securities using the attached Life – Required Format No. 2		
30.	Statement of Account as of year-end from Philippine Depository & Trust Corp. for Scriptless Equity Securities	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)
31.	Complete set of financial statements for IMA accounts	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)
32.	Supporting documents as of purchase date and NAVPU as of 31 December 2019 for Mutual Fund, Unit Investment Trust and Real Estate Investment Trust	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)

DOCUMENT		SOFT COPY	
		PDF File	Excel File
33.	Bank Statements/Passbooks of all Cash in Bank and Time Deposit accounts as of 31 December 2019 and 31 January 2020, together with the pertinent Bank Reconciliation statements	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)
34.	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. Please print soft copy provided as attachment for each DIT and Undeposited Collections. (See Annex C)	✓ (Same format as with the Main AS documents)	✓ (Same format as with the Main AS documents)
35.	Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the year ended 31 December 2019	✓	
36.	Amended Articles of Incorporation relative to the increase of Authorized Capital Stock, if any	✓	
37.	For Foreign Companies, Annual Statement on Worldwide Business, and Statement of Receipts and Disbursements as of 31 December 2019		✓
38.	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		✓
39.	Schedule containing the (i) Full Name (i.e., First Name, Middle Initial, Last Name) and (ii) official e-mail address of one (1) company representative assigned to upload the regulatory submission requirements for Financial Reporting Framework, Valuation Standards for Insurance Policy Reserves and New Risk-based Capital Framework via the Online Uploading System pursuant to Insurance Commission Circular Letter No. 2015-38 dated 27 July 2015.		✓
40.	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	✓
	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:	

DOCUMENT			SOFT COPY	
			PDF File	Excel File
		Schedule showing separately in columns the Policy Number, Certificate Number, Name of the 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 Policy Number, Certificate 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 Claims Manager		
		Schedule showing separately in columns the Policy Number, Certificate Number, Name of Assured, Name of Claimant, Relationship to the Assured, Claim Number, Date Filed, Sum Insured, Date of Loss, Amount of Loss, Nature of Claim, Date Paid , Voucher Number, Total amount of Claims		
	41.	For companies with Overseas Filipino Worker (OFW) business		
		a. Computation of Legal Reserves; and		
		b. Copy of the following:		✓
		b.1. Production:		
		Schedule showing separately in columns the Name of the Assured, Policy Number, Certificate Number, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, and Other Taxes (per Product Line)		
		b.2. Collections:		
		Schedule showing separately in columns the Name of the Assured, Policy Number, Certificate Number, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, Other Taxes, Amount Collected, Official Receipt Number, and Official Receipt Date		
		b.3. Claims paid:		

DOCUMENT			SOFT COPY	
			PDF File	Excel File
			Schedule showing separately in columns the Name of Assured/Claimant, Claim Number, Date Filed, Policy Number, Sum Insured, Date of Loss, Amount of Loss, Nature of Claim, Date Paid, Voucher Number, Duly verified and signed by the Claims Manager.	
	42.	Contact Details of the Company 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	
	43.	Statement of Account from Reinsurers as of 31 December 2019.		✓
	44.	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 authenticity, correctness and completeness.		✓

**Remarks:**

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**Submitted by:**

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Designation

**Received by:**

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Designation





**Life – Required Format No. 1**  
**Seriatim Format**

Policy No.	Name of Policy holders	Issue Age	Policy/ Effectivity Date	Amount of Insurance	Plan	Maturity Date	Status of the Policy	Mode of Payment	Gross Premium	Net Premium	Modal Premium	Last Due Date Uncollected	Gross Premium Due and Uncollected	Net Premium Due and Uncollected	Cash Value as of 31 December 2019	Reserves as of 31 December 2019
<b>Total</b>																



