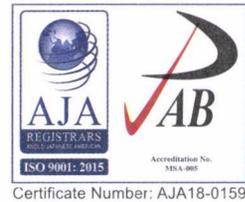




Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



ADVISORY No. 12-2019

**TO : ALL NON-LIFE INSURANCE COMPANIES DOING BUSINESS
IN THE PHILIPPINES**

SUBJECT : SUBMISSION OF REPORTS IN SOFT COPY

DATE : 29 OCTOBER 2019

Relative to the following reports being submitted to this Commission, all non-life insurance companies are hereby directed to submit their respective reports in soft copy (excel file), in addition to the hard copy being submitted as required in these Circulars:

1. Circular Letter No. 2015-04 – Submission of Monthly Report of Bonds Issued in Favor of the Government
2. Circular Letter No. 8-2000 – Submission of Judicial Bonds Issued
3. Circular letter 22-2011 – Procedures and Reports required in the Sale or Disposition of Vehicles acquired under Total Loss Claim Subrogation

Please be advised that submission of reports in soft copy (excel file) shall start on the reports for the month of **January 2020** onwards. Pending the availability of our on-line submission, please submit using USB or CD at the Rating Division.

Attached are the enhanced templates to be used in the submission of the said reports. These templates must be filled-up accurately and in accordance with the following:

- a. Bonds issued should be grouped accordingly. If there are bond/s issued on extended term, it should be indicated in the Remarks column;
- b. No space should be left unfilled;
- c. All pages must be numbered; e.g. *Page 1 of 5*;
- d. Dates must be in this format, MM/DD/YYYY; and
- e. Must be "Certified Correct and The Same With The Soft Copy Submitted" by an accountable officer of the company, otherwise, a corresponding penalty shall be charged.

Failure to send the hard and soft copy of identical reports for the required period, shall be considered non-submission, hence, subject to a penalty of **Five Thousand Pesos (P5,000.00) for each day** of delay while for wrong data entry of material information the penalty is **Five Hundred Pesos (P500.00) per item**, in accordance with Circular Letter No. 2014-15 Re: Fees and Charges.

For strict compliance.


DENNIS B. FUNA
Insurance Commissioner



Enclosures:

Enhanced templates:

1. List of Bonds Issued Pursuant to IC Circular No. 2015-04
2. List of Judicial Bonds Issued Pursuant to IC Circular No. 8-2000
3. Report on Motor Vehicles Declared Under Total Loss (Restorable)
4. Report on Motor Vehicles Declared Under Total Loss (Unrestorable)
5. Report on Motor Vehicles Declared Under Total Loss (Subrogation)