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| **Annex G:** Checklist of Requirements as published in the IC Citizen’s Charter and in accordance with the requirements of the Insurance Code, Pre-Need Code and all applicable advisories and circulars issued by this Commission. |
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| **Investment Type** | **Documentary Requirements** |
| 1. Mutual Funds  | SEC Approval of the Mutual Fund |
|  | Prospectus/Fund Fact Sheet  |
|  | Applicable credit rating (offshore)  |
|  |  |
| 2. Unit Investment Trust Fund | BSP Approval of the UITF |
|  | Prospectus/Fund Fact Sheet/Declaration of Trust |
|  | Additional requirements for Pre-Need companies: CAMELS Rating of the Bank (refer to IC CL No. 2019-29) |
|  |  |
| 3. Corporate Bonds | Prospectus with indicative rates and tenor |
|  | Latest 3 years Audited F/S of the Issuer |
|  | Credit Rating |
|  | SEC Approval |
|  | Financial Ratios/Analysis and Risk Assessment |
|  |  |
| 4. Foreign Currency Denominated Corporate Bonds or Stocks  | Prospectus |
|  | Latest 3 Year Audited F/S |
|  | Credit Rating |
|  | SEC Approval |
|  | Financial Ratios/Analysis and Risk Assessment |
|  | List of all foreign currency investments and corresponding amount as of the date of request  |
|  |  |
| 5. Preferred/Common Stocks/REITs | Latest 3-Year Audited F/S |
|  | SEC Approval |
|  | PSE Listing Approval |
|  | Financial Ratios/Analysis and Risk Assessment |
|  |  |
| 6. Purchase of Real Properties | TCT/CCT in Company’s Name |
|  | Board Resolution |
|  | Copy of Absolute Deed of Sale  |
|  | All other terms and conditions of the purchase |
|  |  |
| 7. Valuation of Real Properties | Appraisal Report by an appraisal company duly accredited by SEC |
|  | Photocopy of TCT/CCT |
|  | Copy of last Appraisal Report |
|  | Latest real estate tax declaration |
|  | Latest real estate tax payment official receipt |
|  | Compounded Annual Growth Rate |
|  |  |
| 8. Income Producing Properties | TCT/CCT in Company’s Name  |
|  | Copy of Absolute Deed of Sale |
|  | Board Resolution |
|  | Statement of Rental Income/5 year Projected Income |
|  | Rental/Lease Contract |
|  | All other terms and conditions of the purchase |
|  |  |
| 9. Electronic Data Processing  | Copy of Official Receipt/Proof of Acquisition |
|  | Summary of Purchased Equipment  |
|  | Board Resolution |
|  | Aggregate amount of EDP as of the date of request |
|  |  |
| 10. Derivatives | Written request for approval stating objectives and proof that the company understands and able to manage risks |
|  | Duly accomplished questionnaire from IC (refer to IC CL No. 2015-56) |
|  | ISDA and CSA (if applicable) |
|  | Board Resolution |
|  |  |
| 11. Funds (underlying for VUL Products) | Prospectus/General Information/Features of the Funds;  |
|  | Pertinent regulatory approvals |
|  | List of Products that will be linked to each Fund  |
|  | Statement of Investment Policy |
|  | Latest 3 years Audited Financial Statements of the Issuer (underlying asset) |
|  | Financial ratios/analysis and Risk Assessment |
|  |  |
| 12. Mortgage | Board Resolution |
|  | Mortgage Loan Contract and Loan Schedule |
|  | Appraisal report prepared by an appraisal company duly accredited by the SEC |
|  |  |
| 13. Approval of IMA/Trust Agreement | Board Resolution authorizing the placements under IMA/Trust Agreement |
|  | Pro-forma copy of the IMA/Trust Agreement |
|  | Additional requirement for Pre-Need companies: CAMELS Rating of the Bank (refer to IC CL No. 2019-29) |
|  |  |
| 14. Loan Facilities (Term Loan) | Issuer’s Credit Rating |
|  | Certificate of no event of default |
|  | Latest three (3) Years Audited Financial Statements of the Borrower |
|  | Financial ratios/analysis and Risk Assessment |
|  |  |
| 15. Long Term Negotiable Certificate of Deposit | BSP Approval  |
|  | Latest three (3) Years Audited Financial Statements of the bank |
|  | Financial ratios/analysis and Risk Assessment |
|  |  |
| 16. Commercial Paper | Credit Rating |
|  | Three (3) Year Audited Financial Statements |
|  | Financial ratios/analysis and Risk Assessment |
|  |  |
| 17. Salary Loan  | Board Resolution  |
|  | MOA/ Terms and Conditions  |
|  | Outstanding Balance of salary loan as of date of request |
|  |  |
| 18. Financial Assistance | Board Resolution approving the financial assistance |
|  | Terms and Conditions  |
|  | Outstanding Balance of financial assistance allowed under IC CL No. 2014-20 as of date of request  |
|  | Form of Security  |
|  |  |
| 19. Dividend Declaration | Latest Approved Annual Statement  |
|  | Interim unaudited financial statements certified under oath by the President and Finance Officer |
|  | Notarized Secretary’s Certificate of the Board Resolution as of the reversal of restricted retained to unrestricted retained earnings (if applicable) |
|  | Notarized Secretary’s Certificate of no pending case of intra-corporate dispute  |
|  | Sworn Statement signed by the President or Treasurer as required under Section 201 of the Insurance Code, as amended by RA 10607 |
|  | Additional requirement for Cash Dividend: 1. A list of assets to be converted, in case of insufficient cash available for distribution, certified under oath by the Treasurer
 |
|  | Additional requirement for Stock Dividend: 1. List of stockholders with their respective subscribed capital stock together with the allocation of stock certified under oath by the Corporate Secretary; and
2. Analysis of Capital Structure certified under oath by the Treasurer.
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|  | Additional requirement for Property Dividend: 1. List of stockholders with their respective subscribed capital stock together with the allocation of property dividend certified under oath by the Corp. Secretary;
2. Detailed Schedule of the property account appearing in the Annual Statement; and
3. Certification by the President that the property/ies for dividend declaration is/are no longer needed in the operation of the company.
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| 20. Loans to Partner MFIs (for MBAs) | P.E.S.O. rating not lower than “2” |
|  | Type of qualified security under Section 204 of the lnsurance Code, as amended by RA 201607 |
|  | Approval of Board of Trustees |
|  | Three (3) Year Audited Financial Statements |
|  | Loan Agreement |
|  | Financial ratios/analysis and Risk Assessment |

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