



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



<b>CIRCULAR LETTER (CL) No.</b>	:	<b>2021-014</b>
<b>DATE:</b>	:	<b>03 March 2021</b>
<b>Amends:</b>	:	CL No. 2014-28

### CIRCULAR LETTER

**TO :** ALL PRE-NEED COMPANIES AUTHORIZED TO DO BUSINESS IN THE PHILIPPINES

**SUBJECT :** ONLINE SUBMISSION OF PRE-NEED MONTHLY REPORTS

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**WHEREAS**, under Section 6 (c) of Republic Act No. 9829 known as the "Pre-need Code of the Philippines," the Insurance Commission (IC) has the power to regulate, supervise and monitor the operations and management of pre-need companies to ensure compliance with the provisions of the Pre-need Code;

**WHEREAS**, Section 31 of the Pre-Need Code of the Philippines requires all pre-need companies to submit a monthly report on their sales and collections to serve as basis for the regular review of compliance with Deposits to Trust Fund;

**WHEREAS**, the IC, in the exercise of its power, issued Circular Letter (CL) No. 2014-28 dated 18 June 2014, which requires all pre-need companies to submit Sales, Collection, and Deposit to Trust Fund Report not later than the 25th day of the following month, both in hard and soft copies (Excel format in CD or flash drive);

**WHEREAS**, under Section 6 (k) of the Pre-Need Code of the Philippines, the IC has the authority to prepare, approve, amend or repeal rules, regulations and orders, and issue opinions and provide guidance on and supervise compliance with such rules, regulations and orders;

**WHEREAS**, the IC supports the government's effort to maximize digitalization of transactions and paperless submissions, and to minimize face-to-face interactions, specifically in view of the COVID-19 pandemic;

**NOW, THEREFORE**, in view of all the foregoing and in accordance with the Insurance Commissioner's power under Section 6 of the Pre-Need Code of the Philippines, CL No. 2014-28 dated 18 June 2014 is hereby amended, as follows:

Submission of the following reports shall be made through email address [pneed@insurance.gov.ph](mailto:pneed@insurance.gov.ph) not later than the 25th day of the following month:

- I. SALES REPORT
  - a) Schedule of Plans/Contracts Sold (**Excel format only**)
  - b) Summary of Plans/Contracts Sold (**both in Excel and PDF formats**)
  
- II. COLLECTION REPORT:
  - a) Schedule of Collection (**Excel format only**)
  - b) Planholders' Outstanding Balance (**Excel format only**)
  - c) Trust Fund Requirement (**both in Excel and PDF formats**)
  
- III. DEPOSIT TO TRUST FUND REPORT (**both in Excel and PDF formats**)

Other provisions of CL No. 2014-28 not contrary to this Circular shall remain in full force and effect.

This Circular shall take effect immediately.



**DENNIS B. FUNA**  
Insurance Commissioner

