**ANNEX A**

***CHECKLIST OF SUPPORTING DOCUMENTS***

***OF MUTUAL BENEFIT ASSOCIATIONS***

***For The Year Ended 31 December 2021***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF ASSOCIATION**

| **DOCUMENT** | **SOFT COPY** |
| --- | --- |
| **PDF File** | **Excel File** |
|  | 1. | 2021 Audited Financial Statements with comparative figures for 2020, signed by an External Auditor accredited by the Insurance Commission, and duly received by the Bureau of Internal Revenue (BIR) | *(Whole AFS- strictly PDF File converted from Excel and Word File, to enable CTRL F function)**(Scan copy of the stamped received by BIR)* |  |
|   | 2. | Adjusted Trial Balance as of 31 December 2021 signed by the Chief Accountant | (*Signed by the Chief accountant)* | (*Other copy)* |
|   | 3. | 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 (Annex C) |  |  |
|   | 4. | 2021 General Information Sheet filed with Securities and Exchange Commission |  |  |
|  | 5. | Audited Financial Statement of: 1. Parent Companies, joint ventures, subsidiaries and investment in associates as of 31 December 2021.
2. Companies not listed in the Philippine Stock Exchange (PSE) whose stocks are owned as of 31 December 2021.
 | ***(PDF File)*** |  |
|  | 6. | External Auditor Report (Management Letter Points, Management Letter of Comments, Management Letter to Recommend, Summary of Internal Control Deficiencies or Management Letter separate from the Opinion page) as of 31 December 2021 |  |  |
|  | 7. | Accredited actuary’s certification on actuarial and all related accounts / Statement of Opinion on Policy Loans *(e.g. Basic contingent benefit reserve, Optional benefit reserve, Liability on individual equity, Membership certificate loans****/****Policy loans, Member's contributions/premiums due & uncollected, Members' assessment receivable ,Claims payable on basic contingent benefit/Optional benefits,)* |  |  |
|  | 8. | Certification of the Association's comptroller or any responsible officer with the rank of at least Vice President for the accounts: *Members' fees &, dues receivable, Liability on individual equity, Unremitted members’ contributions, dues & fees, Unremitted premiums, Members' deposit, Capital Deposits, Capital Equity or any similar deposit (if any), Members' contributions/premiums received in advance, Retirement Savings Fund, Loan Liquidation Fund, or any similar fund(if any)* |  |  |
|  | 9. | Detailed schedule of the following actuarial accounts (with PDF copies of the (i) First Page and (ii) Last Page (**Showing the totals of the said schedules and submit the reconciliation of discrepancy between the schedule and balance per AS**) |  |  |
|  |  | 1. Seriatim List of all members indicating therein the minimum basic information using the attached format (MBA REQUIRED Format No.1)
 | *(First Page and Last Page only of* ***ALL*** *the required schedules)* | *(Excel File of* ***ALL*** *the required schedules)* |
|  |  | 1. Membership certificate/Policy Loans (Cash Loan & Automatic Premium Loan)if any, indicating therein the minimum basic information:

b.1 Membership Certificate Loans (*Membership Certificate Number, Name of member, Date of membership, Name of Plan, Basic Benefit, ,Date of Loan, Maturity Date of Loan granted, Amount of Loan granted, Interest (Earned & Unearned) ,Outstanding Balance of Loan, Equity Value as of 31 December 2021)*b.2 Policy Loans  (Membership Certificate Number, Policy Number , Name of member/policyholder, Policy/Effectivity Date, Name of Plan,  Policy Maturity Date, Amount of Insurance, Date Loan, Maturity Date of Loan granted, Interest (earned& unearned), Outstanding Balance of Loan, Cash Value as of 31 December 2021, Equity  Value as of 31 December 2021, Policy Reserves as of 31  December 2021 |
|  |  | 1. Unremitted members’ contributions, dues & fees and Unremitted premiums indicating therein the minimum basic information :

*Membership certificate/Policy number, Name of Member/Policyholder, Membership/Policy Date, Basic benefit, Amount of Insurance, Due Date of unremitted contribution, dues & fees/premium paid by member, Unremitted members’ contribution, dues & fees, /Unremitted premiums as of 31 December 2021, Equity value as of 31 December 2021; Policy Reserves as of 31 December 2021, Date of remittance to Association in year 2021.* |
|  |  | 1. Claims payable on basic contingent benefit, Claims payable on optional benefit, Other benefit payable on Basic/Optional policies as of 31 December 2021 duly signed by General Manager/Claims Manager (MBA REQUIRED Format No. 2)
 |
|  |  | 1. All claims filed (paid or unpaid) for Basic & Optional insurance in the first quarter of 2021 indicating therein the minimum information same in requirement 9.d
 |
|  |  | 1. Members’ contributions received in advance/Premiums received in advance indicating therein the minimum basic information:(MBA REQUIRED Format No. 3)
 |
|  |  | 1. Members’ Deposits, Capital Equity Deposits, Capital Contribution, Retirement Savings Fund, Loan Liquidation Fund or any similar account indicating therein the minimum basic information: (MBA REQUIRED Format No.4)
 |  |  |
|  | 10. | Claims paid/denied during the year (MBA Format No. 05A & 05B) |  |  |
|  | 11. | Summary of in-force certificates and policies by plan of insurance as of December 31, 2021using the attached -MBA Format No. 06. |  |  |
|  | 12. | Copy of latest approved IRR and Membership Certificate for both Basic and Optional Insurance  |  |  |
|   | 13. | Supporting documents of all investments not presented during the inventory |  |  |
|  | 14. | 14.1.Related IC approvals for IMA Accounts/Investments pursuant to Item No. 1, IC CL No. 2015-41-A dated 04 August 2015 |  |  |
|  |  | 14.2 Related IC approvals for Investments in Mutual Funds, Unit Investment Trust Fund (UITF) and Real Estate Investment Trust (REIT) pursuant to IC CL No. 2014-21 dated 15 May 2014. |  |  |
|  |  | 14.3 IC Approval for Appraised Value of Real Estate Properties pursuant to IC CL No. 2016-16 dated 23 March 2016. |  |  |
|  |  | 14.4 IC Approval for Foreign Currency-Denominated Investments requiring approval pursuant to IC CL Nos. 2015-25, 2018-71 and 2019-51 dated 18 May 2015, 28 December 2018, 19 September 2019, respectively. |  |  |
|   | 15. | 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 (Annex D) |  |  |
|   | 16. | Certification of Receivables from Government Agencies/Government-owned and Controlled Corporations as of 31 December 2021 |  |  |
|   | 17. | Sales Invoices and Official Receipts to support purchases of Electronic Data Processing (EDP) Equipment during the year ended 31 December 2021 |  |  |
|  | 18. | Related Party Transaction Schedules for January 1 to 31 December 2021 |  |  |
|  | 19. | Actuarial Valuation Report of Pension Asset/ Obligation Account and related supporting documents for the Plan Assets Account. |  |  |
|   | 20. | Official Receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year ended 31 December 2021 |  |  |
|  | 21. | Schedule of Reinsurance Recoverable and Due to Reinsurers as of year-end, if any, using the attached MBA Format No. 07. |  |  |
|  | 22. | 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. |  |  |
|  | 23. | Schedule containing the (i) Full Name (i.e., First Name, Middle Initial, Last Name) and (ii) official e-mail address of two (2) company representative assigned to upload the regulatory submission requirements via the Online Uploading System pursuant to Insurance Commission Circular Letter No. 2015-38 dated 27 July 2015. |  |  |
|   | 24. | Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the year ended 31 December 2021 |  |  |
|  | 25. | Latest copy of Certificate of Tax Exemption issued by the Bureau of Internal Revenue (BIR) pursuant to BIR Revenue Memorandum Order No. 38-2020 |  |  |
|   | 26. | For MBAs with Microinsurance business |  |  |
|   |   | a. | Enhanced Performance Indicators and Standards for Microinsurance 2016 (SEGURO) per IC CL No. 2016-63 dated 16 December 2016.Submit duly accomplished IC SEGURO Template.***Note****: Please see the notes and instructions indicated on the lower part of each sheet tab of the template in accomplishing the same*. |  |  |
|  |  | b. | Report/assessment of Institute of Corporate Director (ICD) on company’s corporate governance score card for the year 2021 |  |  |
|   |   | 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. Schedule of Claims duly signed by General Manager/Claims Manager  |
|   |   |   | c.3.1c.3.2c.3.3 c.4 | Claims paidMBA Required Format No. 10-ADenied ClaimsMBA Required Format No. 10-BClaims Payable:-IBNR-In Course of Settlement-Due and Unpaid-ResistedMBA Required Format No. 4Summary of Certificates and Policies (Micro) as of 31 December 2021MBA Required Format No. 9 |
|  | 27. | 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 |  |  |
|  | 28. |  | **General Reminders:**1. Generally Non-admitted assets should still be presented as part of the Ledger Assets and Non-admitted assets columns in Exhibit 4 of the Annual Statement.
2. For assets not presented during inventory, strictly indicate Document Index number in both the Annual Statement and supporting documents of assets and liabilities for seamless cross-referencing. Moreover, arrangement in the Annual Statement should be the same in the arrangement of supporting documents.
3. To avoid, penalty due to wrong data entry pursuant to IC CL No. 2014-15 dated 15 May 2014, the Company should completely and properly fill out applicable schedules in the Annual Statement.
4. For uploading of supporting documents in the online uploading system via <https://onuploading.insurance.gov.ph/templates/login>, the following must be segregated:
5. Item Nos. 7,8,9,10,11 & 12 must be uploaded in the *Actuarial Requirements* sub-folder.
6. All other items EXCEPT Item Nos. 7,8,9,10,11 & 12 must be uploaded in the *Financial Requirements* sub-folder.

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|   | ***Remarks:*** |  |  |  | ***Submitted by:*** |   |
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|   |  |  |  |  |  |   |
|   |  |  |  |  | *Signature over Printed Name* |   |
|  |  |  |  |  |  |   |
|   |  |  |  |  |  |   |
|   | ***Received by:*** |  |  |  | *Designation* |   |
|   |  |  |  |  |  |   |
|   |  |  |  |  |  |  |
|   | *Signature over Printed Name* |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   | *Designation* |  |  |  |  |  |
|   |  |   |  |  |  |  |



Seriatim List of Members as of December 2021

**MBA FORMAT NO. 01**



Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_

As of 31 December 2021

**MBA FORMAT NO. 02**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Manager’s Signature



Name of Company/Association

Schedule of Contribution/Premiums Received in Advance

As of 31 December 2021

**MBA FORMAT NO. 03**

**MBA FORMAT NO. 04**









**MBA FORMAT NO. 07**



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