



ONLINE SUBMISSION GUIDELINES

Actuarial Division's Online Product Submission Portal

Filing of new requests to the Actuarial Division shall be done through the Online Product Submission Portal of the Insurance Commission for the Actuarial Division (<https://onlinesubmission.insurance.gov.ph/actuarial>). The following guidelines are to be observed:

1. Authorized Users

- 1.1. Each company must register at least two (2) users with the Insurance Commission's Actuarial Division subject to a maximum of five (5) users authorized to upload files into the Actuarial Uploading System.
- 1.2. To register, the company must submit the User Registration Form (copy attached) to actuarial@insurance.gov.ph. Upon validation, the Actuarial Division shall send an email to the registered email address of the user confirming creation of the account.
- 1.3. The same form shall be used for requests for reactivation/deactivation of accounts and updating of account information.

2. Uploading of Files

- 2.1. All files to be submitted to the Actuarial Division shall be uploaded in the **<Company name>** folder.
- 2.2. For each new request, a sub-folder under the **<Company name>** folder, hereinafter referred to as Sub-folder A, must be created. The name of Sub-folder A must follow the following format without spaces: **Date of Initial Submission (yyyymmdd)_Name of Request** (Example: 20200531_ProductA).
- 2.3. Under each Sub-folder A, another sub-folder, hereinafter referred to as Sub-folder B, shall be created for each subsequent submission filed on separate dates (including initial submission). The name of the Sub-folder B must follow the following format without spaces: **Date of Submission (yyyymmdd)_Name of Request** (Example: 20200604_ProductA).
- 2.4. All uploaded files must follow the following filename format without spaces: **Date of Submission (yyyymmdd)_Name of Form_revision number¹**. (Example: 20200604_PolicyContract_Rev1)
- 2.5. Files uploaded in the Online Product Submission Portal cannot be edited or deleted.
- 2.6. In case of wrong uploaded files, create a new sub-folder B. All files under the sub-folder where the incorrect file was previously uploaded must be uploaded in the new sub-folder B. The new sub-folder B must follow the

¹ Initial submission shall be tagged as Rev0. Subsequent revisions shall be tagged as Rev1, 2, 3 and so forth.



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folder name with the following format without spaces: **Date of Submission (yyyymmdd)_Name of Request_Supersedes Date of Submission to be Superseded (yyyymmdd)** (Example: 20200604_ProductA_Supersedes20200531).

- 2.7. Uploaded files shall be deleted from the Online Product Submission Portal by the Insurance Commission one (1) month from the closing of case, e.g. request is granted, acknowledged, etc.
- 2.8. Manual/Guide in the uploading and encryption of files are available in the Online Product Submission Portal.

3. Parallel run of Uploading of Encrypted and Unencrypted Files

- 3.1. For two (2) months after the effectivity of CL 2020-76 Online Submission of Requests for Approval of Products/Forms or Any Other Related Requests, companies shall submit the encrypted files and the unencrypted compressed files through the Actuarial Division's Online Product Submission Portal.
- 3.2. After the parallel run, only the encrypted files shall be uploaded to the said portal.