



Circular Letter No.:	2022-28
Date:	16 June 2022
Amends:	

CIRCULAR LETTER

TO : ALL INSURANCE/REINSURANCE COMPANIES, INSURANCE AND REINSURANCE BROKERS, MUTUAL BENEFIT ASSOCIATIONS, PRE-NEED COMPANIES AND HEALTH MAINTENANCE ORGANIZATIONS

SUBJECT : EXTENSION OF PERIOD FOR THE SUBMISSION OF THE ANNUAL CORPORATE GOVERNANCE REPORT (ACGR) UNDER CIRCULAR LETTER NO. 2020-72

WHEREAS, the Insurance Commission issued Circular Letter No. 2020-72 entitled "Submission of the Annual Corporate Governance Report (ACGR)" dated 13 June 2020 requiring all Insurance Commission Regulated Companies (ICRCs) to submit a fully accomplished ACGR certified under oath. Initial submission shall be on or before the 30th May 2021 based on the ICRC's 2020 operations. Subsequent submissions of the fully accomplished ACGR shall be on or before 30 May of each year. The same report should be uploaded by the ICRC's in their respective website within five (5) business days from submission to the Insurance Commission;

WHEREAS, by reason of the COVID-19 outbreak and the subsequent imposition of the Alert Level Systems, this Commission recognizes the necessary readjustments to be done by the ICRCs on their business operations and preparation of regulatory requirements;

NOW THEREFORE, pursuant to the powers granted to the Insurance Commissioner under Section 437 of the Insurance Code, as amended by R.A. 10607, Section 6 of R.A. No. 9829, otherwise known as the Pre-Need Code of the Philippines, and Section 4 of Executive Order (E.O.) No. 192, Series of 2015, all ICRCs are mandated to submit an ACGR subject to the following:

SECTION 1: EXTENSION OF COMPLIANCE PERIOD

All Insurance Commission Regulated Companies shall submit their Annual Corporate Governance Report covering operations for the year 2021 **on or before the extended deadline of 15 July 2022** without incurring any penalties for late compliance.

SECTION 2: MONETARY PENALTIES

Late submission of the ACGR by the ICREs shall be meted by this Commission with the following monetary penalties:

VIOLATION	BASIC PENALTY	MONTHLY PENALTY
1. Non/ Late Submission of two (2) copies of ACGR to the Insurance Commission	PhP50,000.00	PhP5,000.00
2. Disclosure(s)		
a. . Incomplete (i.e. no explanation provided; no alternative practices to achieve over-all principle)	PhP25,000.00	PhP2,500.00
b. Misrepresentation/ Misinformation	PhP100,000.00	PhP10,000.00
3. Signatories		
a. Incomplete	PhP10,000.00	PhP1,000.00
b. Incorrect		
4. Failure to maintain company's website	1st violation: PhP25,000.00 2nd violation: PhP50,000.00 Succeeding violations: PhP100,000.00	None
5. Non/ late posting of ACGR with accessible link to the company's website	PhP50,000.00	PhP5,000.00
6. Non/ late posting of the ACGR supporting documents to the company's website	PhP10,000.00 per document	PhP500.00

SECTION 3: SEPARABILITY CLAUSE

If any provision or section of this Circular Letter is held to be unconstitutional or invalid, the other provisions or sections hereof, which are not affected thereby shall continue to be in force and effect.

SECTION 4: EFFECTIVITY CLAUSE

This Circular Letter shall take effect immediately.



DENNIS B. FUNA
Insurance Commissioner

