***(Company Letterhead)***

(Date)

**(Name of the Insurance Commissioner)**

Insurance Commissioner

Insurance Commission

1071 United Nations Avenue

Ermita, Manila

ATTENTION : (**Division Manager)**

Pre-Need Division

SUBJECT : **Quarterly Reports for the (Period Covered)**

Dear Commissioner \_\_\_\_\_\_:

In compliance with the requirements of Circular Letter (CL) No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, we are hereby submitting the following reports for the (period covered) in both PDF and Excel formats:

1. Interim Financial Statements (IFS);
2. Consolidated Trust Fund Statement (CTFS);
3. Amount of Availing Plans for the Succeeding Year (AVPSY); and
4. Other Reports.

The above reports are complete and in accordance with CL No. \_\_\_\_\_\_\_\_\_\_\_.

Any false statement or false representation appearing in the above-mentioned reports shall subject the **(name of pre-need company)** to penalties in accordance with existing laws, rules, and regulations.

Submission of incomplete reports and submission after the deadline mentioned in the above CL will make the **(name of pre-need company)** liable for the payment of penalties in accordance with CL No. 2014-15 and/or any other CL issued by the Insurance Commission.

Thank you.

**(SIGNATURE OVER PRINTED NAME) (SIGNATURE OVER PRINTED NAME)**

Designation/Position Designation/Position