

# ANNEX F

## Guidelines on the Submission of Quarterly Reports

1. Pre-Need company will request for the upload link where the quarterly reports, including the cover letter, should be uploaded thru:

<https://forms.office.com/r/xaiWzFRSRq>

or simply scan the QR Code below:



2. Upon submission of the request, the Insurance Commission (IC) – Pre-Need Division (PND) will send the official upload link to the authorized email entered in the request form. The online uploading portal should be the same as the image below:

Alex T. Dela Cruz is requesting files for

### Quarterly Reports

+ Add more files Total 0 files

Name

Alex T. Dela Cruz

Upload

3. The authorized representative shall upload the reports required under the Circular Letter (CL), including the cover letter. The filename of the reports should be formatted below:

(code of company)\_(year)\_(quarter)\_(name of reports)\_(format of report)

e.g. API_2022_1_IFS_PDF	API_2022_1_IFS_Excel
API_2022_2_CTFS_PDF	API_2022_2_CTFS_Excel
API_2022_3_AVPSY_PDF	API_2022_3_AVPSY_Excel
API_2022_3_OR_PDF	API_2022_3_OR_Excel
API_2022_4_CL_PDF	

The assigned codes of the company are the following:

<b>CODE</b>	<b>NAME OF COMPANY</b>
AMAPI	AMA Plans, Inc.
API	Ayala Plans, Inc.
CFPI	Caritas Financial Plans, Inc.
CPI	City Plans, Inc.
CI	Cocoplans, Inc.
CCLPI	Cosmopolitan Climbs Life Plan, Inc.
DMCPI	Diamond Memorial Care Plans, Inc.
EPI	Eternal Plans, Inc.
FFPI	Financial Freedom Plans, Inc.
FUPI	First Union Plans, Inc.
GFLPI	GoldenFuture Life Plans, Inc.
HPPI	Himlayang Pilipino Plans, Inc.
MFPI	Manulife Financial Plans, Inc.
MCPI	Mercantile Care Plans, Inc.
PFI	Philplans First, Inc.
SPLPI	St. Peter Life Plan, Inc.
SLFPI	Sun Life Financial Plans, Inc.
TPI	Trusteeship Plans, Inc.

4. After uploading the quarterly reports, the examiner from the IC – PND shall review the said reports.
5. The authorized representative will receive an email from the examiner of IC - PND if the reports uploaded are complete or not, and/or in order.

### ***Late submission of the quarterly reports***

1. If the quarterly reports were submitted after the deadline indicated in the CL, the authorized representative will receive an email from the IC – PND examiner that the company is subject to a penalty due to late submission. A billing statement and/or order of payment indicating the amount to be paid by the company will also be attached in the said e-mail.
2. The authorized representative of the company should pay the penalty for late submission of quarterly reports within the deadline indicated.
3. After payment, the company representative should email the IC – PND examiner a copy of the official receipt/proof of payment.
4. The IC – PND examiner shall acknowledge the receipt of the official receipt/ proof of payment.