



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



<b>Advisory No:</b>	<b>RS-2023-008</b>
<b>Classification:</b>	<b>Regulatory and Supervisory Advisory</b>
<b>Date:</b>	<b>31 March 2023</b>

**INSURANCE COMMISSION ADVISORY**

**TO : All Insurance Companies and Mutual Benefit Associations**

**SUBJECT : Compliance with Circular Letter No. 2021-26 on the “Mandatory Creation and Maintenance of Company Website”**

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Relative to the Insurance Commission’s issuance of Circular Letter (CL) No. 2021-26 dated 12 April 2021 on the “Mandatory Creation and Maintenance of Company Website”, all insurance companies and mutual benefit associations (MBAs) are required to create and maintain a company website containing the following minimum information:

- (a) Latest approved Annual Statement;
- (b) Latest Annual Report;
- (c) Company Announcements;
- (d) Articles of Incorporation or Association;
- (e) Minutes of Annual Shareholder’s Meeting (or an excerpt of the said minutes);
- (f) Corporate Governance Policies;
- (g) Codes of Conduct;
- (h) Sustainability Reports;
- (i) Updated List of Members of the Board of Directors and Executive Officers;
- (j) Annual Corporate Governance Report (ACGR); and
- (k) Other supporting documents to the ACGR responses.

Compliance with CL No. 2021-26 shall be monitored by this Commission’s Anti-Money Laundering and Corporate Governance Division (AMLCGD), subject to the imposition of appropriate penalties for non-compliance.

**DENNIS B. FUNA**  
 Insurance Commissioner

