



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



Circular Letter (CL) No.:	2023-10
Date:	14 March 2023
Supersede:	CL No. 2014-16 CL No. 2020-80
Supplement:	CL No. 2014-15 CL No. 2019-40 CL No. 2020-09 CL No. 2021-06 CL No. 2021-73

TO : ALL INSURANCE COMPANIES AND PROFESSIONAL REINSURERS AND MUTUAL BENEFIT ASSOCIATIONS AUTHORIZED TO DO BUSINESS IN THE PHILIPPINES

SUBJECT : SUBMISSION OF ENHANCED QUARTERLY REPORTS ON SELECTED FINANCIAL STATISTICS (EQRSFS)

WHEREAS, Circular Letter (CL) No. 2020-80 enjoins all insurance and professional reinsurance companies, and Mutual Benefit Associations (MBAs) to submit the Quarterly Reports on Selected Financial Statistics (QRSFS) due every 20th day of the month following the end of every quarter at par with the Financial Reporting Framework (FRF) under Section 189 of the Amended Insurance Code providing a manual of accounts for financial reporting and the need to update the quarterly reports on financial statistics.

WHEREAS, Circular Letter (CL) No. 2014-16 enjoins all insurance and professional reinsurance companies to submit the Quarterly Statement of Paid-Up Capital, Reserves, and Investments (SPUCRI) due every 30th day of the month following the end of every quarter to determine compliance of the regulated entities with paid-up capital, reserves, and investments requirements pursuant to Section(s) 209, 210, & 212 of the Amended Insurance Code (RA 10607).

WHEREAS, certain schedules of the QRSFS and SPUCRI were found similar and merging the two reports will improve the quality, accuracy and consistency of the data/information and streamline the processing and preparation of the reports.

WHEREAS, for purposes of monitoring the development of microinsurance products and in support of Republic Act No. 9710 also known as "Magna Carta of Women" (MCW) and Philippine Commission on Women Memorandum Circular No. 2014-05, which mandates that agencies shall collect and generate sex-disaggregated data and statistics in support of the MCW indicators relevant to their agency, Business Done templates need to be enhanced to include this information.

WHEREAS, the collection of sex-disaggregated microinsurance data is one of IC's commitments in support of financial inclusion to expand availability and diversity of insurance products.

WHEREAS, the Insurance Commission (IC) issued Circular Letter (CL) No. 2014-15 dated 15 May 2014 entitled "*Fees and Charges*" ("Circular on Fees and Charges"), which imposes penalties for the delay in the submission of the reportorial requirements and wrong data entry of material information as expressly enumerated in Item No. VII.B and C, respectively.

NOW, THEREFORE, in view of all the foregoing and in accordance with the Insurance Commissioner's power under Section 437 of the Amended Insurance Code, the following guidelines are hereby promulgated:

SECTION 1. ENHANCED QUARTERLY REPORTS ON SELECTED FINANCIAL STATISTICS (EQRSFS)

- 1.1. The Enhanced Quarterly Reports on Selected Financial Statistics or EQRSFS for Life and Non-life shall be the new reporting template for quarterly financial statistics and investments information. It is a merged version of the QRSFS and SPUCRI. The individual reports on QRSFS and SPUCRI shall be replaced by the EQRSFS.
- 1.2. The EQRSFS for Life and Non-life shall have two sections – Financial Statistics Section, and Capital, Reserves, and Investments Section. The Statistics and Research Division shall process the Financial Statistics Section and the Investment Services Division shall process the Capital, Reserves, and Investments Section.
- 1.3. The EQRSFS for MBAs includes additional information on financial statistics, investments, claims, and business done schedules aligned with the reporting framework of the Annual Statement. This will be processed by the Statistics and Research Division.
- 1.4. Data collection templates on sex-disaggregated data have been added to the business done schedules for life, non-life and MBAs.

SECTION 2. GENERAL REQUIREMENTS

- 2.1. The EQRSFS must be submitted in excel (**.xls/.xlsx**) format STRICTLY using the following attached reporting templates together with the cover letter of the company/association signed by a responsible officer with a rank of at least Vice-President in PDF format attesting that the information therein is true and correct.
 - a. Annex A- EQRSFS_Life
 - b. Annex B- EQRSFS_Non-Life
 - c. Annex C- EQRSFS_MBA
 - d. Annex D- Cover Letter
 - e. Annex E- Sworn Statement

The cover letter should include the hash key for each corresponding file.

- 2.2. The excel file containing the report must be encrypted and should follow the file name convention format: <Company(acronym)_EQRSFS>
- 2.3. Only a correctly encrypted file can be decrypted and accessed by SRD and ISD. Instructions on correct encryption are in the portal for reference.
- 2.4. Format of the templates must be preserved, i.e., no addition or deletion of columns or rows and no alteration in the formula.
- 2.5. All insurance companies and associations are expected to adjust their existing information systems and processes to be able to comply with the new requirements.

SECTION 3. SUBMISSION AND ACCESS TO THE IC EQRSFS PORTAL

- 3.1. To access the new IC EQRSFS portal and ensure that correct and updated contact information are registered, all concerned companies and associations shall submit a registration form to stat@insurance.gov.ph for each of their authorized representatives for the IC EQRSFS. A company can register a maximum of two representatives (*Annex F*).
- 3.2. In case of change of its representative, the company must submit the same form to the above-email at least thirty (30) days prior to the deadline of submission.
- 3.3. Companies and associations must ensure that their log-in credentials and public key used in encryption are correct to avoid delays in submission.
- 3.4. All submissions including the cover letter shall be uploaded to the IC EQRSFS Portal via the link: <https://onlinesubmission.insurance.gov.ph/stat/login>. Physical copies or e-copies of reports sent via email shall NOT be considered as submission.
- 3.5. For life and non-life insurance companies, the submission of SPUCRI to the ISD portal shall be discontinued. Only submissions made to the IC EQRSFS portal shall be accepted.

SECTION 4. IMPOSITION OF PENALTIES

- 4.1. **NON-COMPLIANCE.** Report submissions that do not conform to the above prescribed procedures shall not be accepted and shall be considered non-compliant with the existing reportorial requirements subject to applicable penalties for late submission. This includes addition/deletion/modification in the order of columns, rows, and worksheet tabs, and alteration in the formula.
- 4.2. **LATE SUBMISSION.** A penalty of Five Thousand Pesos (₱5,000.00) for each day of delay in the submission of report shall be imposed in accordance with CL No. 2014-15. While the EQRSFS replaced two reports (i.e., QRSFS and SPUCRI), only one billing statement for penalty of late submission will be generated. As such, incomplete submission (missing Financial Statistics Section

or Capital, Reserves and Investments Section) shall be considered NON-SUBMISSION.

- 4.3. INCORRECT ENCRYPTION.** Incorrectly encrypted files shall be considered NON-SUBMISSION and shall be subject to a penalty for late submission if the correctly encrypted file is submitted after the deadline.
- 4.4. WRONG DATA ENTRY.** A penalty of Five Hundred Pesos (₱500.00) for every wrong data entry of any material information shall be imposed separately by SRD for the Financial Statistics Section (*sheets I-VI-A&B for Life, sheets I-V-A&B for Non-life, and sheets I-V for MBA*) and by ISD for the Capital, Reserves, and Investments Section. All concerns relative to the Financial Statistics Section and Capital, Reserves, and Investments Section shall be coordinated with the respective divisions. Penalties for wrong data entry are as follows:

Wrong Input of Account	Php 500 per cell including all other cells affected by the error
Wrong Formula	Php 500 per cell including all other cells affected by the error

SECTION 5. APPLICABILITY

- 5.1.** Starting Second Quarter (2nd) of 2023, all companies and associations must use the new template in their submission.
- 5.2.** Schedule of submission shall follow the most recently published related IC issuance. Otherwise, the report shall be **due every 20th day of the month** following the end of every quarter.

SECTION 6. REQUEST FOR COPIES OF EQRSFS SUBMISSIONS AND RELATED REPORTS

- 6.1.** As stated in item No. 3 of CL 2021-73, only the Financial Statistics Section of the EQRSFS shall be available for request by the public in accordance with the IC FOI Manual with remarks that the same are unofficial and unverified financial statements, except when the Quarterly Performance Reports are not yet approved by the Commissioner and published in the IC website. This means that schedules in the Capital, Reserves, and Investments Section of the EQRSFS shall NOT be considered as public document and are not available for request.
- 6.2.** The same provision from item 6.1. shall supplement CL 2019-40 and CL 2020-09, Institutionalizing Selected Quarterly Financial Statistics disseminated to the Philippine Life Insurers Association, Inc. (PLIA) and Philippine Insurers and Reinsurers Association, Inc. (PIRA).

SECTION 7. SEPARABILITY CLAUSE

If any provision of this Circular Letter shall be held unconstitutional or invalid, the other provisions not otherwise affected shall remain in full force and effect.

SECTION 8. REPEALING CLAUSE

All circulars, rules and regulations or parts thereof, which are inconsistent with the provisions of this Circular, are deemed repealed, superseded, or modified accordingly.

SECTION 9. EFFECTIVITY CLAUSE

This Circular Letter shall take effect immediately.



DENNIS B. FUNA
Insurance Commissioner

