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| CHECKLIST OF SUPPORTING DOCUMENTS  |
| OF NON-LIFE INSURANCE, PROFESSIONAL REINSURANCE, AND NON-LIFE UNIT OF COMPOSITE INSURANCE COMPANIES |
| **For the year ended 31 December \_\_\_\_\_\_** |
|  |
| NAME OF COMPANY |

| **REMARKS****(/**, X, N/A) |  | **DOCUMENTS** | **SOFT COPY** |
| --- | --- | --- | --- |
| **PDF File** | **Excel File** |
|  | 1. | Current Year **Audited Financial Statements** (“AFS”) with comparative figures for Prior Year, signed by an External Auditor ***accredited by the Insurance Commission****,* and duly received by the Bureau of Internal Revenue (“BIR”)\*.***\*Online copy received by BIR will be accepted.***  | *(PDF file* ***not locked against copying text)****(Scanned copy of the stamped “received” by BIR)* |  |
|  | 2. | Computation of **Amended Risk Based (“RBC2”)** **Capital Ratio** *as prescribed under CL No. 2016-68.* |  | *(In accordance with prescribed IC template)* |
|  | 3. | General Information Sheet (“GIS”) filed with Securities and Exchange Commission (“SEC”). |  |  |
|  | 4. | **Actuarial Valuation Report (“AVR”)** |  |  |
| a. | Non-Life Insurance Policy Reserves as prescribed under CL Nos. 2018-18 & 2018-19. | *(PDF file* ***not locked against copying text)*** |  |
| b. | Pension Plan. | *(PDF file* ***not locked against copying text)*** |  |
|  | 5. | **For Premiums Receivable Account** |  |  |
| 1. Schedule of Monthly Production and Collection
 |  | *c* |
| 1. Schedule of within 90-day Premiums Receivable
 |
| 1. Schedule of over 90-day Premiums Receivable
 |
|  | 1. ***For non-life insurance companies with deficiency in net worth***
 |  |  |
|  | 1. Schedule of after-date collection of over 90 days Premiums Receivable for the 1st quarter of succeeding year.
 |  | *(In accordance with prescribed IC template)* |
|  | 1. Copies of official receipts validated deposit slips, passbooks and/or banks statements evidencing collections.
 | *(Shall be required upon determination of the company’s Net Worth deficiency and shall be submitted within 3 days upon examiner’s request)* |  |
|  | 6. | **For Reinsurance Accounts** |  |  |
|  | Schedule of Collections and Remittances for the Year |  | *(In accordance with prescribed IC template)* |
|  | 7. | **For Investments Accounts** |  |  |
|  | Amortization table for each investment in debt securities |  |  |
|  | 8. | **For Taxes Payable Account**  |  |  |
|  | 1. BIR tax returns, validated deposit slip and/or EFPS Payment confirmation for Premium Tax, Documentary Stamp Tax and VAT with schedule indicating the amount, date paid and reference number for each kind of tax
 | *(Should tally in Exhibit 5 of AS)* |  |
|  | 1. Official Receipts and quarterly statement for Fire Service Tax and Real Estate Tax ***with schedule***
 | *(Should tally in Exhibit 5 of AS)* |  |
|  | 1. CTPL Business- Summary of Taxes Paid together with the validated deposit slips/EFPS Payment Confirmation.
 |  |  |
|  | 1. Letter of Assessment (LOA), proof of payments and/or Final Assessment Notice**, if any**.
 |  |  |
|  | 1. Schedule of Production of the following:
 |  |  |
|  | * 1. Health and Accident - per policy indicating the amount of insurance for the year
	2. Indemnity Bond – per policy indicating the amount of premium for the year
 |  | *(In accordance with prescribed IC template)* |
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|  | 1. Schedule of Premiums Collection of the following:
	1. Health and Accident
	2. Fire
	3. RI Commission
 |  | *(In accordance with prescribed IC template)* |
|  | 1. BIR Return Form No. 1702 (Annual Income Tax Return)
 |  |  |
|  | 1. Summary Alphalist of Withholding Tax (BIR Form 1604-C)
 |  |  |
|  | 9. | ***For companies adopting IFRS 9 – Financial Instrument,*** Reconciliation of figures of***:*** |  |  |
|  | Balance Sheet – Annual Statement VS Balance Sheet- Audited Financial Statements |  |  |
| Income Statement - Annual Statement VS Income Statement- Audited Financial Statements |  |  |
|  | Balance Sheet and Income Statement- Annual Statement VS Adjusted Trial Balance |  |  |
|  | 10. | Supporting documents of all Cash, Certificate of Time Deposits, Investment in Bonds, Stocks, Real Estate, Mortgage Loans, Collateral Loans, Short-Term Debt Instruments/Money Market Placements, IC approval of investment and such other assets which are not yet uploaded/presented for inventory.  |  |  |
|  | 11. | **Minutes of Meetings** of the Board and Executive Committees, including copies of Board Resolutions made during the year ended CY.  |  |  |

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| ***General Reminders:***1. *Filing Fee – ₱40,000.00 + 400 Legal Research Fee (1% x ₱40,000.00).*
2. *Penalty for Late Submission - ₱5,000.00/day of delay including weekend and Holidays.*
3. *To avoid penalty due to wrong data entry pursuant to CL No. 2014-15, the Company should completely and properly fill out applicable schedules in the AS.*
4. *All figures should be rounded to two (“2”) decimal places and to avoid Reference Errors, no linking should be made outside each Microsoft Excel file.*
5. *The Commission is not precluded from requesting the following documents during the verification/examination:*
6. *External Auditor Report (Management Letter Points, Management Letter of Comments, Management Letter to Recommend, Summary of Internal Control Deficiencies, or Management Letter separate from the Opinion page);*
7. *AFS of Subsidiaries, Associates and Joint Ventures;*
8. *AFS of Unlisted Entities;*
9. *Annual Statement on Worldwide Business and Statement of Receipts and Disbursements;*
10. *Amended Articles of Incorporation relative to the increase in the Authorized Capital Stock;*
11. *Latest Conglomerate Map;*
12. *Contact details of Company’s Representatives; and*
13. *Schedule of Deposit in Transit supported by copies of official receipts and validated deposit slips*
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|   | **Remarks:** |   |  |   | **Submitted by:** |   |
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