**ANNEX B**

**CHECKLIST OF SUPPORTING DOCUMENTS**

**OF MUTUAL BENEFIT ASSOCIATIONS**

**For The Year Ended 31 December \_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF ASSOCIATION**

| **DOCUMENT** | **SOFT COPY** |
| --- | --- |
| **PDF File** | **Excel File** |
|  | 1. | Current Year (“CY”) Audited Financial Statements (“AFS”) with comparative figures for Prior Year (“PY”), signed by an External Auditor ***accredited by the Insurance Commission*** and duly received by the Bureau of Internal Revenue (“BIR”) | *(Whole AFS- strictly PDF File converted from Excel and Word File, to enable CTRL F function)**(Scan copy of the stamped received by BIR)* |  |
|   | 2. | General Information Sheet filed with Securities and Exchange Commission *if with changes or updates* |  |  |
|  | 3. | Accredited actuary’s certification on actuarial and all related accounts / Statement of Opinion on Policy Loans *(Basic contingent benefit reserve, Optional benefit reserve, Liability on individual equity, Membership certificate loans****/****Policy loans, Member's contributions/premiums due & uncollected, Claims payable on basic contingent benefit/Optional benefits)* |  |  |
|  | 4. | Certification of the Association's comptroller or any responsible officer with the rank of at least Vice President for the accounts: (*Members' fees &, dues receivable, Unremitted members’ contributions, dues & fees, Unremitted premiums, Members' assessment receivable, Members' deposit, Capital Deposits, Capital Equity or any similar deposit (if any), Members' contributions/premiums received in advance, Retirement Savings Fund, Loan Liquidation Fund, or any similar fund (if any))* |  |  |

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| **DOCUMENT** | **SOFT COPY** |
| **PDF File** | **Excel File** |
|  | 5. | Detailed schedule of the following actuarial accounts (with PDF copies of the (i) First Page and (ii) Last Page (**Showing the totals of the said schedules and submit the reconciliation of discrepancy between the schedule and balance per AS**): |  |  |
|  |  | 1. Seriatim List of all members indicating therein the minimum basic information using the attached format**(Annex C - MBA Required Format No. 1)**
 | *(First Page and Last Page only of* ***ALL*** *the required schedules)* | *(Excel File of* ***ALL*** *the required schedules)* |
|  |  | 1. Claims payable on basic contingent benefit, Claims payable on optional benefit, Other benefit payable on Basic/Optional policies as of CY duly signed by General Manager/Claims Manager **(Annex C - MBA Required Format No. 2)**
 |
|  |  | 1. All claims filed (paid or unpaid) for Basic & Optional insurance in the first quarter of Succeeding Year indicating therein the minimum information same in requirement 5.f
 |
|  |  | 1. Members’ contributions received in advance/Premiums received in advance indicating therein the minimum basic information**(Annex C - MBA Required Format No. 3)**
 |
|  |  | 1. Members’ Deposits, Capital Equity Deposits, Capital Contribution, Retirement Savings Fund, Loan Liquidation Fund or any similar account indicating therein the minimum basic information: **(Annex C - MBA Required Format No. 4)**
 |
|  |  | 1. Claims paid/denied during the year **(Annex C - MBA Format Nos. 5A & 5B)**
 |
|  |  | 1. Summary of in-force certificates and policies by plan of insurance as of CY. **(Annex C - MBA Format No. 6)**
 |
|  | 6. | Copy of latest approved Implementing Rules & Regulations and Membership Certificate for both Basic and Optional Insurance  |  |  |
|  | 7. | Actuarial Valuation Report as of CY of Pension Asset/ Obligation Account and related supporting documents for the Plan Assets Account (e.g., Statement of Account, Trust Fund Financial Statements and/or pertinent supporting documents) |  |  |
|   | 8. | Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the CY. |  |  |
| **General Reminders:**1. *Filing Fee – ₱20,000.00 + 200 Legal Research Fee (1% x ₱20,000.00)*
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 IC CL No. 2014-15, the Association should completely and properly fill out applicable schedules in the Annual Statement.*
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. *Company should also fill out Annex “E” for Deposit in Transit and Undeposited Collections Audit Trail.*
6. *The Commission is not precluded from requesting the following documents during the verification/examination:*
* *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) CY.*
* *AFS of Subsidiaries, Associates and Joint Ventures;*
* *Company should also fill out Annex “E” for Deposit in Transit and Undeposited Collections Audit Trail.*
* *Latest copy of Certificate of Tax Exemption issued by the BIR pursuant to BIR Revenue Memorandum Order No. 38-2019*

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|   | ***Remarks:*** |  |  |  | ***Submitted by:*** |   |
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|   |  |  |  |  | *Signature over Printed Name* |   |
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|   |  |  |  |  |  |   |
|   | ***Received by:*** |  |  |  | *Designation* |   |
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|   | *Signature over Printed Name* |  |  |  |  |  |
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