

PRR Report Preparation

A. GENERAL REQUIREMENTS

1. The excel file containing the reports per line of business must be encrypted and should follow the file name convention format:
<Company(acronym)_PRR_CY(year)>
Sample file name: ABC_PRR_Fire_CY2023, ABC_PRR_Motor Car_CY2023 and ABC_PRR_Bonds_CY2023
2. Only in-force policies/bonds for the period 01 January to 31 December shall be reported in Annexes F, G and H. Endorsement/s affecting the sum insured and premiums shall be summed up and shall not be reported in separate row/s. Endorsement of other details of the policy/bond shall be reflected as the final details in the report. Policy/bond numbers of cancelled or spoiled policies/bonds shall be reported in Annex I.
3. Inward reinsurance business shall be excluded from Annexes F, G and H.
4. All insurance policies covering fire, earthquake, typhoon and flood risks including IAR, except for risks rated under motor car tariff, shall be reported in Annex F.
5. The exact formats and columnar headings of the prescribed templates must be strictly observed. A library of data description and format is provided for in Annexes F, G and H.
6. In the case of a fire insurance policy covering two or more risks located in various locations, each location shall be reported in separate rows.
7. In the case of a motor car insurance policy covering two or more vehicles or units, each vehicle shall be reported in separate rows
8. Only PRR duly filled out following the prescribed format, complete with details/information, shall be accepted. A "Not Applicable," "NONE," or "NIL" phrase should be indicated in the templates that do not apply or are not suitable to the company.
9. All data and policy information reported must be consistent with the DRFI Report submitted to the Statistics and Research Division and the Annual Statement submitted to the Non-Life Division.
10. Only a correctly encrypted file can be decrypted and accessed by Rating Division. Instructions on correct encryption are in the portal for reference.

B. ACCESS TO THE ROSS PORTAL

1. A company can register a maximum of two representatives in the Portal. Companies must ensure that their log-in credentials and public key used in encryption are correct to avoid delays in submission.
2. In case of a change of representative, the company must submit the same form to rating@insurance.gov.ph at least fifteen (15) days before the deadline for submission.

C. REPORTING TEMPLATES

1. Incomplete Annexes

Incomplete submission of the PRR templates (Annexes F, G and H) together with the List of Cancelled and Spoiled Policies and Bonds, Summary Report of In-force Policies and Bonds, Deed of the Undertaking, Schedule of Top 10 Highest Single Risks and List of Intermediaries, Underwriters and Adjusters (Annexes I, J, K, L and M) shall be considered as non-submission and shall incur a penalty for late submission. Companies with no issued policies and bonds are required to submit a letter indicating that they have nothing to declare.

2. Modification on the templates

Modification on the templates such as adding or deleting row/s before the column headers and/or inserting or deleting any column/s is not allowed.

3. Summary of Changes in the Reporting Templates

Annex F – Fire

a. Additional columns for the following:

1. Type of Policy (a)
2. Issue Date (c)
3. Business Interruption (o)
4. Others (p)
5. Agent/Broker Name or Code (v)
6. Underwriter Name (w)
7. Issuing Branch (x)

Annex G – Motor Car

b. Additional columns for the following:

1. Issue Date (b)
2. Vehicle Description (f)
3. CTPL (p)
4. Retention (r)

5. Agent/Broker Name or Code(u)
6. Underwriter Name (v)
7. Issuing Branch (w)

Annex H – Bonds

- c. Additional columns for the following:
1. Issue Date (d)
 2. Principal (f)
 3. Obligee (g)
 4. Type of Obligee (h)
 5. Agent/Broker Name or Code (n)
 6. Underwriter Name (o)
 7. Issuing Branch (p)

Library of data description and format is provided under Annexes F, G and H.