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| CHECKLIST OF SUPPORTING DOCUMENTS |
| OF PRE-NEED COMPANIES |
| **For the year ended 31 December \_\_\_\_** |
| NAME OF COMPANY |

| **REMARKS****(/**, X, N/A) |  | **DOCUMENTS** | **SOFT COPY** |
| --- | --- | --- | --- |
| **PDF File** | **Excel File** |
|  | 1. | Current Year (CY) **Audited Financial Statements (AFS)** with comparative figures for Prior Year, signed by an External Auditor **accredited under Group A by the Insurance Commission***,* and duly received by the Bureau of Internal Revenue (BIR)[[1]](#footnote-2)**Note:** The Commission shall only accept AFS that have received either unqualified or qualified opinions. In cases where a qualified opinion is issued, a Management Letter must be submitted in accordance with the guidelines provided. | *(PDF file* ***not locked against copying text)****(Scanned copy of the stamped “received” by BIR)* |  |
|  | 2. | **General Information Sheet (GIS)** filed with Securities and Exchange Commission (SEC). |  |  |
|  | 3. | **Actuarial Valuation Report (AVR)** as of CY together with:1. Certification by the actuary on the actuarial report and on the prudent adequacy of the Pre-need reserve that it shall provide at least the guaranteed contractual benefits under each pre-need contract of the company; and
2. Certification of any accountable officer of the company on the completeness of the in-force files used in valuation of reserves.
 | *(PDF file* ***not locked against copying text)*** |  |
|  | 4.  | Duly notarized Sworn Statement from the responsible officers of the company stating that:1. "Any deficiency in Trust Funds has been duly addressed, attaching the necessary documents as proofs thereof"
 |  |  |
|  | 5. | Duly Notarized Sworn Statement of the company's insurer certifying the coverage on the life insurance policies or guarantees on premium payments assumed by the insurance company, indicating the extent, term and duration of such coverage/guarantees; |  |  |
|  | 6. | Certification that the described assets appearing in the schedules and documents herein attached are outstanding as of 31 December 20\_\_, and such are complete, accurate and in the name of the company (see attached Annex C.) |  |  |
|  | 7. | Minutes of Meetings of the Board and Executive Committees, including copies of Board Resolutions made during the CY |  |  |
|  | 8. | Supporting documents of assets and liabilities (**see Appendix**) **indexed according to account type and in accordance with the presentation in the AS template****Note:** Failure to submit supporting documents to verify the existence of assets and liabilities shall be considered as unaccounted assets and recognition of non-ledger liabilities, respectively.  |  |  |

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| ***General Reminders:***1. *Filing Fee – ₱25,000.00 + 250.00 Legal Research Fee (1% x ₱25,000.00).*
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 company has the option to submit the following documents as part of the verification or examination process. However, this does not preclude the Commission from requesting the said documents during the verification/examination:*
6. *Management Letter, which must include, but is not limited to, a summary of the issues that led to the issuance of the Qualified Opinion, the company's justification, and the proposed course of action to address the noted issues.*
7. *Amended Articles of Incorporation, if with changes or updates;*
8. *Request for Increase in Authorized Capital Stock duly received by SEC;*
9. *Board Resolution and Secretary’s Certificate on the Dividend Declarations;*
10. *All other documents that the Commission deemed necessary in the conduct of examination/verification.*
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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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**APPENDIX: SUPPORTING DOCUMENTS OF ASSETS AND LIABILITIES**

| **Accounts** | **Supporting Documents** |
| --- | --- |
| 1. Insurance Premium Fund
 | * 1. Same required supporting documents for Corporate Assets
 |
| 1. Government Securities
 | * 1. Statement of Securities Account of BTr-NROSS
	2. Confirmation of Sale
	3. Official receipt, banks validated deposit slips and bank statement/passbook, if sold and matured
 |
| 1. Cash on Hand
 | 1. **All sub-accounts except Documentary Stamps Fund**
	1. Certification duly signed by Custodian
2. **Undeposited Collections**
3. Official Receipts (OR)
4. Bank-validated deposit slip
 |
| 1. Cash in Banks
 | * 1. Passbook/ Bank Statement as of end of CY under company’s name
	2. Bank reconciliation as of CY
	3. Schedule of Deposit in Transit and Outstanding Checks
	4. Official receipts and validated deposit slip for Deposits in Transit
	5. Debit/credit memos, and other supporting documents
 |
| 1. Time Deposits
 | 1. Certificate of Time Deposits
2. If rolled over - roll over documents.
 |
| 1. Mutual Funds/UITF
 | * 1. Statement of Account/Holdings/Net Asset Value (NAV/pu) from the issuer of Mutual Funds/UITF
	2. Proof of purchase/acquisition of Mutual Funds/UITF
 |
| 1. Short Term Investments
 | * 1. Bank certificate of time deposit/participation agreement
 |
| 1. Corporate Bonds
 | 1. Statement of Accounts/Holdings from the company's custodian bank
2. Confirmation of Purchase/Agreement
3. Official receipt, banks validated deposit slips and bank statement/passbook, if sold and matured
 |
| 1. Investment Management Agreement (IMA) Accounts
 | 1. Statement of Accounts/Holdings from the company's custodian bank |
| 1. Mortgage Loans
 | 1. Documents to support mortgage loans (e.g., Deed of mortgage/agreement, Amortization Schedule)
2. Proof of collection such as official/acknowledgment receipt,
3. Original Certificate of Title with annotation
 |
| 1. Stocks
 | 1. Certificate of Stocks (front and back)
2. Certificate of Custodian/ Brokers Ledger, if under custodianship
3. Statement of Accounts as of year-end from Philippine Depository and Trust Corporation (PDTC), if scriptless
4. Confirmation of Purchase & paid checks or any proof of payment, if unissued
5. Confirmation of Sale, official receipt, banks validated deposit slips and bank statement/passbook, if sold
 |
| 1. Receivable from Trustee
 | * 1. Documents to support receivable from Trustee
 |
| 1. Accounts/ Notes Receivable
 | * 1. Proof of the existence of receivable (e.g. loan contracts, promissory note)
	2. Proof of collection such as official/acknowledgment receipt
 |
| 1. Real Estate / Investment Properties
 | 1. **Real Estate**
2. Certificate of Title such as Transfer Certificate Title (TCT)/ Condominium certificate of Title (CCT) front and back portion
* If newly acquired property, TCT not yet available - deed of sale, proof of payment (cancelled checks, official receipts, cash vouchers), Real Estate Tax Payment and Certificate Authorizing Registration (CAR)
* If title is with the Registry of Deeds - application for registration duly acknowledged by the Office of the Register of Deeds and the official receipt for filing fee
* If foreclosed properties - court receipt; loan balance including capitalized interest and penalties
1. Latest appraisal report from a licensed real estate appraiser, **if any**
2. Latest real estate tax payments and tax declaration of property
 |
| 1. Other Investments
 | 1. **Investment in Subsidiary**
2. Audited Financial Statements as of 31 December 20\_\_ for the subsidiary company, if already available
3. Proof of payment for additional subscription
4. **Other Investments**
5. Documents to support the other investments
 |
| 1. Property and Equipment
 | 1. Sales invoice/ official receipts to support purchases made in the current year
2. For Transportation Equipment, provide the latest Official Receipt and Certificate of Registration (OR/CR)
 |
| 1. Inventories
 | 1. Certificate of Ownership and other supporting documents
 |
| 1. Other Assets
 | 1. SummaryAlphalist ofWithholding Taxes
2. BIR Return Form No. 1702 (Annual Income Tax Return)
3. BIR Form 2307, **upon request of the examiner**
4. AVR of Net Pension Asset/Liability Account and supporting documents for the Plan Assets Account (e.g. statement of account, trust fund financial statements, and/or pertinent supporting documents)
5. Supporting documents to substantiate the existence of the assets (e.g. contracts/proof of purchase)
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| 1. Taxes Payable
 | 1. BIR tax returns, validated deposit slip and/or EFPS Payment confirmation for Income Tax, Withholding Taxes, and VAT with schedule indicating the amount, date paid and reference number for each kind of tax
2. BIR tax returns, validated deposit slip and/or eFPS Payment confirmation or eDST Transaction Ledger Report summarizing DST affixture for Documentary Stamp Tax and VAT
3. Letter of Assessment (LOA), proof of payments and/or Final Assessment Notice**, if any**.
4. Termination Letter, BIR Form 0605 and BIR Payment Slip, **if any**.
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1. *Online copy received by BIR will be accepted.*  [↑](#footnote-ref-2)