



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
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**Circular Letter No. 14-2002**

To: All Insurance and Reinsurance Companies Doing Business in the Philippines

Subject: Submission of Electronic Filing and Payment System (EFPS) Documents

All insurance companies availing themselves of the Electronic Filing and Payment System (EFPS) of the Bureau of Internal Revenue shall submit to this Commission (Budget & Management Division) the following documents upon payment of taxes but not later than the third (3<sup>rd</sup>) day following the last day of filing:

1. Filing Reference Number
2. Bank Confirmation
3. Acknowledgement Receipt

Insurance companies not using the EFPS shall submit photocopy of official receipt and application form upon payment of the taxes.

Please be guided accordingly.



**EDUARDO T. MALINIS**  
Insurance Commissioner