



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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Circular Letter No.	: 35-2006
Date	: 10/23/06
Superseding	: none
Amending	: none

CIRCULAR LETTER NO. 35-2006

TO : **ALL INSURANCE COMPANIES, BROKERS, MUTUAL BENEFIT ASSOCIATIONS (MBAs) AND TRUST INSTITUTIONS FOR CHARITABLE USES DOING BUSINESS IN THE PHILIPPINES**

SUBJECT : **SUBMISSION OF THE MINUTES OF MEETING, BIOGRAPHICAL DATA (BIODATA) OF MEMBERS OF THE BOARD OF DIRECTORS/TRUSTEES, AND LIST OF OFFICERS**

Pursuant to the provisions of Circular No. 31-2005 Re Corporate Governance Principles and Leading Practices, all insurance companies, brokers, mutual benefit associations and trust institutions for charitable uses doing business in the Philippines are hereby required to submit to this Commission the following:

1. Minutes of Meeting of the Stockholders/MBA members. – within thirty (30) days after each regular or special meeting;
2. Bio-Data of the Members of the Board of Directors/Trustees. – within thirty (30) days after the election of the Director concerned (see attached format);
3. List of Independent Directors and their Affidavits under oath stating that they have no business dealings with the company/association/institution; and
4. List of Officers as defined in the Companies' respective By-Laws, stating their respective positions and/or designations with their respective Bio-Data.

Submission of existing data shall be on or before November 07, 2006.

Any subsequent change in the Bio-Data and/or in the List of Officers shall be submitted within thirty (30) days from the date when such change occurs.

A penalty of One Thousand Pesos (Ps 1,000.00) shall be imposed for every day of delay in the submission of the above-mentioned documents.

This Circular shall take effect immediately.


EVANGELINE CRISOSTOMO-ESCOBILLO
Insurance Commissioner
0004760

Cc: HON. MARGARITO B. TEVES
Secretary of Finance



NAME OF ENTITY

ADDRESS

BIOGRAPHICAL DATA

NAME OF DIRECTOR/TRUSTEE/OFFICER

POSITION

I hereby certify that the information contained in this document and its supporting schedules of my own knowledge are true and correct.

Date

Signature of Director/Trustee/Officer

Total Pages, Including This Page _____.

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____,
20____ at _____, Philippines, affiant exhibit to me his/her
Community Tax Certificate No. _____, issued at _____
on _____, 20____.

NOTARY PUBLIC

Until December 31, _____

PTR _____

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____.

NAME:

III. WORK EXPERIENCE

PRESENT POSITION - THIS INSTITUTION

NAME OF OFFICE	POSITION	DATE ASSUMED

PRESENT POSITION - OTHER PRIVATE INSTITUTION (INCLUDING CORPORATE DIRECTORSHIPS)

NAME OF OFFICE	POSITION	DATE ASSUMED	INDICATE IF OWNER/PARTNER /STOCKHOLDER

PRESENT POSITION - GOVERNMENT (INCLUDING DIRECTORSHIPS IN GOV'T CORPORATE INSTITUTIONS)

NAME OF OFFICE	POSITION	DATE ASSUMED	INDICATE IF ELECTIVE OR APPOINTIVE AND PART/FULL-TIME

PAST POSITIONS - THIS INSTITUTION

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

PAST POSITIONS - OTHER PRIVATE INSTITUTIONS (INCLUDING CORPORATE DIRECTORSHIPS)

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

PAST POSITIONS - GOVERNMENT (INCLUDING DIRECTORSHIPS TO GOV'T FINANCIAL INSTITUTION)

NAME OF OFFICE	POSITION	DURATION (YEAR)	
		FROM	TO

NAME:

IV. FAMILY RELATIONS

Surname

Given

Middle

NAME OF SPOUSE:

TIN:

EMPLOYMENT (LAST 10 YEARS)

NAME OF OFFICE

POSITION

DURATION (YEAR)

Surname

Given

Middle

NAME OF COMMON-LAW SPOUSE:

TIN:

EMPLOYMENT (LAST 10 YEARS)

NAME OF OFFICE

POSITION

DURATION (YEAR)

FIRST DEGREE RELATIVES BY CONSANGUINITY: PARENTS AND CHILDREN OF LEGAL AGE; LEGITIMATE OR ILLEGITIMATE

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

First Degree Relatives by Affinity: Parents-in-Law and Children-in-Law of legal age

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

Second Degree Relatives (of legal age) by Consanguinity: Grandparents, Grandchildren, Brothers and Sisters

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

Second Degree Relatives (of legal age) by Affinity: Grandparents-in-Law, Grandchildren-in-Law, Brothers-in-Law and Sisters-in-Law

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

NAME:

IV. FAMILY RELATIONS (CONT.)

Third Degree Relatives (of legal age) by Consanguinity: Aunts, Uncles, Nieces, Nephews

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

Third Degree Relatives (of legal age) by Affinity: Aunts-in-Law, Uncles-in-Law, Nieces-in-Law, Nephews-in-Law

SURNAME	GIVEN	MIDDLE	RELATIONSHIP

V. Business Dealing/s personally, or by family (within 3rd degree of consanguinity) or by the company/association/any entity with working relationship/affiliation with the insurance company/broker/MBA/trust institution/related organization

Name of Company Dealing With	Kind of Business	Transaction Handled by

VI. OTHERS

HAVE YOU EVER BEEN CONVICTED, JUDICIALLY OR ADMINISTRATIVELY OF AN OFFENSE OR JUDICIALLY DECLARED INSOLVENT, SPENDTHRIFT, OR INCAPACITATED TO CONTRACT?

PARTICULARS (NATURE OF OFFENSE)	COURT OF JURISDICTION	DATE INFORMATION FILED

SCHEDULE OF BUSINESS ESTABLISHMENTS WHERE THE DIRECTORS/TRUSTEES/OFFICERS AND THEIR SPOUSES AND RELATIVES WITHIN THE FOURTH DEGREE HAVE EQUITY INTERESTS.

NAME OF CORPORATION / ASSOCIATION / FIRM	NAME OF PERTINENT STOCKHOLDERS, MEMBER CENTRAL PARTNER, OTHERS	PERCENT OF HOLDING TO TOTAL EQUITY