



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila

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Circular Letter : 4-2007  
Date : March 28, 2007

**CIRCULAR LETTER**

To : **All Insurance Companies Doing Business in the Philippines**  
Subject : **Preparation of 2006 Annual Statement**

In accordance with Section 223 of the Insurance Code, as amended, we issue the following guidelines relative to the filing of the 2006 Annual Statement:

- I. The Annual Statement shall be in the reduced size of the old blue or pink blank form of life or non-life insurance companies, respectively; on legal size bond paper (8 ½ x 14 inches), using either Times New Roman font size #12 or Arial font size #10;
- II. The exact formats, columnar headings and footnote instructions found in every page of the old blank forms shall be observed and followed;
- III. All required documents shall be completely submitted/presented together with said filing of the annual statement. Soft copies shall also be submitted;
- IV. Any Annual Statement submitted with incomplete documents or inaccurate information shall not be considered.

The following attachments are enclosed herein for your guidance:

- a) List of documents required to be submitted with the filing of the Statements;
- b) One (1) copy of Income Statement form;
- c) Exhibit V – Statement of Premiums and Losses (ASEAN – UFIS)
- d) Recap VI – Premiums and Claims by Market Segments and Region.

  
**EVANGELINE CRISOSTOMO-ESCOBILLO**  
Insurance Commissioner

0007455

**CERTIFIED TRUE XEROX COPY**

  
**PAMELA F. PITAS**  
CHIEF ADMINISTRATIVE OFFICER  
INSURANCE COMMISSION

**ANNUAL STATEMENT  
OF THE**

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**OFFICE ADDRESS**

**SUBMITTED TO THE**

**INSURANCE COMMISSION  
MANILA, PHILIPPINES**

**FOR THE**

**YEAR ENDED DECEMBER 31, \_\_\_\_**

*Remigio C. Rulli*  
*President*