



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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Circular Letter No. : 10-2007
Date : May 25, 2007

CIRCULAR LETTER

To : All Non-life Insurance Companies Doing Business in the Philippines

Subject: Implementation of the New Insurance Commission Licensing System
For Non-Life Agents

The Insurance Commission shall be issuing licenses of **non-life agents in plastic card type** and shall start the electronic processing of new and renewal applications for license year 2007-2008. To expedite the processing and issuance of licenses, all non-life insurance companies are required to submit the complete and accurate listings of active licensed agents and soliciting officials as of December 31, 2006 in soft copy/ies, following the standard Initial Loading Template, on or before July 13, 2007.

License information on agents' licenses (individual, partnership, and corporation) and soliciting officials issued and effective from January 1, 2007 to June 30, 2008, which has not been uploaded, shall be submitted in soft copy, following the standard Initial Loading Template, not later than August 15, 2007.

Moreover, information pertaining to license applications, whether new or for renewal, must be sent to the Insurance Commission for processing through a specified spreadsheet format, also in soft copy (New and Renewal Application Upload Templates) along with the license application forms or renewal requirements.

Change in the data of agent or soliciting official in the database shall be made through a written request.

Attached to this circular are the following templates with upload file guides: Initial Upload Templates, New Application Upload Templates, Renewal Application Upload Templates (individual agents, partnerships/corporations and soliciting officials).

For strict compliance.


EVANGELINE CRISOSTOMO-ESCOBILLO
Insurance Commissioner

0008590
Cc: Secretary Margarito B. Teves
Department of Finance



Upload File Reminders

A. Initial Upload File for Individual Non-Life Agents (License Records Upload)

1. The upload file containing ACTIVE Non-Life Agents' license records should be in MS Excel format. Extension name of the file should be ".xls".

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether: Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are "OA" or "GA" only
B	TIN	Tax Identification Number of Agent	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_NAME	Agency Name	Name of Single Proprietorship business
D	LAST_NAME	Last Name of Agent	Required field
E	FIRST_NAME	First Name of Agent	Required field
F	MIDDLE_NAME	Middle Name of Agent	Required for those with middle name
G	MAIDEN_MIDDLE_NAME	Maiden Middle Name of Agent	
H	SPOUSE_NAME	Spouse Name of Agent	
I	RES_ADD	Residence Address	Required field
J	RES_CITY	Residence Address City	
K	RES_PROV	Residence Address Province	
L	BUS_ADD	Business Address	Required field for those with Agency Name
M	BUS_CITY	Business Address City	
N	BUS_PROV	Business Address Province	
O	BIRTH_DATE	Date of Birth of Agent	Required field; Should be in the format YYYY/MM/DD
P	BIRTH_PLACE	Place of Birth of Agent (Municipality, Province or City)	Required field
Q	CITIZENSHIP	Citizenship of Agent	Required field
R	GENDER	Gender of Agent whether: Male (M) Female (F)	Required field; Values allowed are "M" or "F" only
S	CIVIL_STATUS	Civil Status of Agent whether: Single (S) Married (M) Separated (SE) Widow/Widower (W) Divorced (D)	Required field; Values allowed are: "S", "M", "SE", "W" or "D" only
T	LICENSE_TYPE	Type of License whether: Non-Life (NL)	Required field; Values allowed are:

		Non-Life – Fire & Motor Car (NLFMC) Non-Life – Personal Accident (NLPA)	“NL”, “NLFMC” or “NLPA” only
U	LICENSE #	License Number indicated on the License card of the Agent	Required field
V	DATE_ISSUED	Issue Date of the License	Required field; Should be in the format YYYY/MM/DD

3. Ensure that all cells are in “Text” format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW – Identifies start of file and provides information on the total number of detail records, Batch Date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

Character No.	Description
1	“H”; Fixed value
2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7 should be 000525 • If total number of records is 3120, characters 2 to 7 should be 003120
8 – 15	Batch Date; Date when the file is submitted to IC for processing, in the format YYYYMMDD
16 – 17	Batch Number; Two-digit batch number to be assigned as preferred by the Insurance Company. The batch number will be useful for multiple files submitted within the same day by the same Insurance Company. Values could be 00 to 99.
18 – 25	Short name of Insurance Company, Preferred short name to identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same short name.

6. Ensure that there is **TRAILER** row after all the detail records.

TRAILER ROW – Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

Character No.	Description
1	“T”; Fixed value
2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits. This should match the Total Number of Records found in the Header Row. E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7

	should be 000525 • If total number of records is 3120, characters 2 to 7 should be 003120
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2. Ensure that unused cells of the file submitted are cleared of any contents.
 - Any cell under columns A to V without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
 - Columns *W onwards* should be clear.

8. If any of the above-mentioned requirements are not met, the entire license records contained in the file shall not be uploaded.

B. New Applications Upload File for Individual Non-Life Agents

1. The upload file containing Non-Life Agents' application for license records should be in MS Excel format. Extension name of the file should be ".xls".

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether: Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are "OA" or "GA" only
B	TIN	Tax Identification Number of Agent	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_NAME	Agency Name	Name of Single Proprietorship business
D	LAST_NAME	Last Name of Agent	Required field
E	FIRST_NAME	First Name of Agent	Required field
F	MIDDLE_NAME	Middle Name of Agent	Required for those with middle name
G	MAIDEN_MIDDLE_NAME	Maiden Middle Name of Agent	
H	SPOUSE_NAME	Spouse Name of Agent	
I	RES_ADD	Residence Address	Required field
J	RES_CITY	Residence Address City	
K	RES_PROV	Residence Address Province	
L	BUS_ADD	Business Address	Required field for those with Agency Name
M	BUS_CITY	Business Address City	
N	BUS_PROV	Business Address Province	
O	BIRTH_DATE	Date of Birth of Agent	Required field; Should be in the format YYYY/MM/DD
P	BIRTH_PLACE	Place of Birth of Agent (Municipality, Province or City)	Required field
Q	CITIZENSHIP	Citizenship of Agent	Required field
R	GENDER	Gender of Agent whether: Male (M) Female (F)	Required field; Values allowed are "M" or "F" only
S	CIVIL_STATUS	Civil Status of Agent whether: Single (S) Married (M) Separated (SE) Widow/Widower (W) Divorced (D)	Required field; Values allowed are: "S", "M", "SE", "W" or "D" only
T	LICENSE_TYPE	Type of license whether: Non-Life (NL) Non-Life -- Fire & Motor Car (NLFMC)	Required field; Values allowed are: "NL", "NLFMC" or "NLPA" only

		Non-Life – Personal Accident (NLPA)	
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3. Ensure that all cells are in "Text" format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW – Identifies start of file and provides information on the total number of detail records, Batch date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

Character No.	Description
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2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7 should be 000525 • If total number of records is 3120, characters 2 to 7 should be 003120
8 – 15	Batch Date; Date when the file is submitted to IC for processing, in the format YYYYMMDD
16 – 17	Batch Number; Two-digit batch number to be assigned as preferred by the Insurance Company. The batch number will be useful for multiple files submitted within the same day by the same Insurance Company. Values could be 00 to 99.
18 – 25	Short name of Insurance Company, Preferred short name to identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same short name.

6. Ensure that there is **TRAILER** row after all the detail records.

TRAILER ROW – Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

Character No.	Description
1	"T"; Fixed value
2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits. This should match the Total Number of Records found in the Header Row. E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7 should be 000525 • If total number of records is 3120, characters 2 to 7 should be 003120

7. Ensure that unused cells of the file submitted are cleared of any contents.
 - Any cell under columns A to T without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
 - Columns *U onwards* should be clear.
8. If any of the above-mentioned requirements are not met, the entire license records contained in the file shall not be uploaded.

C. Renewal Applications Upload File for Individual Non-Life Agents

1. The upload file containing Non-Life Agents' application for renewal license records should be in MS Excel format. Extension name of the file should be ".xls".

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether: Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are "OA" or "GA" only
B	TIN	Tax Identification Number of Agent	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_NAME	Agency Name	Name of Single Proprietorship business
D	LAST_NAME	Last Name of Agent	Required field
E	FIRST_NAME	First Name of Agent	Required field
F	MIDDLE_NAME	Middle Name of Agent	Required for those with middle name
G	LICENSE_TYPE	Type of License whether: Non-Life (NL) Non-Life – Fire & Motor Car (NLFMC) Non-Life – Personal Accident (NLPA)	Required field; Values allowed are: "NL", "NLFMC" or "NLPA" only
H	LICENSE #	License Number indicated on the License card of the Agent	Required field
I	DATE_ISSUED	Issue Date of the License	Required field; Should be in the format YYYY/MM/DD

3. Ensure that all cells are in "Text" format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW – Identifies start of file and provides information on the total number of detail records, Batch Date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

Character No.	Description
1	"H"; Fixed value
2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits

	E.g. <ul style="list-style-type: none"> If total number of records is 525, characters 2 to 7 should be 000525
Character No.	Description
	<ul style="list-style-type: none"> If total number of records is 3120, characters 2 to 7 should be 003120
8 – 15	Batch Date; Date when the file is submitted to IC for processing, in the format YYYYMMDD
16 – 17	Batch Number; Two-digit batch number to be assigned as preferred by the Insurance Company. The batch number will be useful for multiple files submitted within the same day by the same Insurance Company. Values could be 00 to 99.
18 – 25	Short name of Insurance Company, Preferred short name to identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same short name.

6. Ensure that there is **TRAILER** row after all the detail records.

TRAILER ROW – Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

Character No.	Description
1	"T"; Fixed value
2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits. This should match the Total Number of Records found in the Header Row. E.g. <ul style="list-style-type: none"> If total number of records is 525, characters 2 to 7 should be 000525 If total number of records is 3120, characters 2 to 7 should be 003120

7. Ensure that unused cells of the file submitted are cleared of any contents.

- Any cell under columns A to I without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
- Columns *Jonwards* should be clear.

8. If any of the above-mentioned requirements are not met, the entire license application records contained in the file shall not be uploaded.

NOTE: This renewal applications template should be used only after the initial uploading of agents' license records.

Upload File Reminders

A. Initial Upload File for Non-Life Partnerships or Corporations (License Records Upload)

1. The upload file containing ACTIVE Non-Life Partnerships or Corporations license records should be in MS Excel format. Extension name of the file should be “.xls”.

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are “OA” or “GA” only
B	TIN	Tax Identification Number of Partnership or Corporation	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_TYPE	Type of Agency whether: Partnership (P) Corporation (C)	Required field; Values allowed are “P” or “C” only
D	AGENCY_NAME	Agency Name	Name of Partnership or Corporation
E	BUS_ADD	Business Address	Required field
F	BUS_CITY	Business Address City	
G	BUS_PROV	Business Address Province	
H	COMPANY_HEAD	Head of the Company	Required field
I	SO1_NAME	Name of Soliciting Official 1	Required field; All Soliciting Officials should be stated.
J	SO2_NAME	Name of Soliciting Official 2	
K	SO3_NAME	Name of Soliciting Official 3	
L	SO4_NAME	Name of Soliciting Official 4	
M	SO5_NAME	Name of Soliciting Official 5	
N	SO6_NAME	Name of Soliciting Official 6	
O	SO7_NAME	Name of Soliciting Official 7	
P	SO8_NAME	Name of Soliciting Official 8	
Q	SO9_NAME	Name of Soliciting Official 9	
R	SO10_NAME	Name of Soliciting Official 10	

3. Ensure that all cells are in “Text” format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW – Identifies start of file and provides information on the total number of detail records, Batch Date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

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18 – 25	Short name of Insurance Company, Preferred short name to identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same short name.

6. Ensure that there is **TRAILER** row after all the detail records.

TRAILER ROW – Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

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7. Ensure that unused cells of the file submitted are cleared of any contents.

- Any cell under columns A to R without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
- Columns *S onwards* should be clear.

8. If any of the above-mentioned requirements are not met, the entire license records contained in the file shall not be uploaded.

B. New Applications Upload File for Non-Life Partnerships or Corporations

1. The upload file containing Non-Life Partnership or Corporation new application license records should be in MS Excel format. Extension name of the file should be “.xls”.

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are “OA” or “GA” only
B	TIN	Tax Identification Number of Partnership or Corporation	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_TYPE	Type of Agency whether: Partnership (P) Corporation (C)	Required field; Values allowed are “P” or “C” only
D	AGENCY_NAME	Agency Name	Name of Partnership or Corporation
E	BUS_ADD	Business Address	Required field
F	BUS_CITY	Business Address City	
G	BUS_PROV	Business Address Province	
H	COMPANY_HEAD	Head of the Company	Required field
I	SO1_NAME	Name of Soliciting Official 1	Required field; All Soliciting Officials should be stated.
J	SO2_NAME	Name of Soliciting Official 2	
K	SO3_NAME	Name of Soliciting Official 3	
L	SO4_NAME	Name of Soliciting Official 4	
M	SO5_NAME	Name of Soliciting Official 5	
N	SO6_NAME	Name of Soliciting Official 6	
O	SO7_NAME	Name of Soliciting Official 7	
P	SO8_NAME	Name of Soliciting Official 8	
Q	SO9_NAME	Name of Soliciting Official 9	
R	SO10_NAME	Name of Soliciting Official 10	

3. Ensure that all cells are in “Text” format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

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16 – 17	Batch number; Two-digit batch number to be assigned as preferred by the Insurance Company. The batch number will be useful for multiple files submitted within the same day by the same Insurance Company. Values could be 00 to 99.
18 – 25	Short name of Insurance Company, Preferred short name to identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same short name.

6. Ensure that there is **TRAILER** row after all the detail records.

TRAILER ROW – Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

Character No.	Description
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7. Ensure that unused cells of the file submitted are cleared of any contents.
- Any cell under columns A to R without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
 - Columns *S onwards* should be clear.
8. If any of the above-mentioned requirements are not met, the entire license records contained in the file shall not be uploaded.

C. **Renewal Applications Upload File for Non-Life Partnerships or Corporations**

1. The upload file containing Non-Life Partnerships or Corporations renewal application license records should be in MS Excel format. Extension name of the file should be “.xls”.

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

E.g. SLOCP_20060118.xls, PHILAMLF_AgentList.xls, GENERALI_Agents.xls, INSULAR_ListOfAgents.xls

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload filed with column names other than those specified below **WILL NOT BE** uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	AGENT_TYPE	Type of Agent whether Ordinary Agent (OA) General Agent (GA)	Required field; Values allowed are “OA” or “GA” only
B	TIN	Tax Identification Number of Partnership or Corporation	Required field; Should be all numeric and nine (9) characters in length
C	AGENCY_TYPE	Type of Agency whether: Partnership (P) Corporation (C)	Required field; Values allowed are “P” or “C” only
D	AGENCY_NAME	Agency Name	Name of Partnership or Corporation
E	COMPANY HEAD	Head of the Company	Required field
F	LICENSE #	License Number indicated on the License card of the Agent	Required field
G	DATE_ISSUED	Issue Date of the License	Required field; Should be in the format YYYY/MM/DD

3. Ensure that all cells are in “Text” format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
4. Ensure that the column data specifications are met.
5. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW – Identifies start of file and provides information on the total number of detail records, Batch Date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

Character No.	Description
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2 – 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits E.g. • If total number of records is 525, characters 2 to 7 should be 000525
Character No.	Description
	• If total number of records is 3120, characters 2 to 7 should be 003120
8 – 15	Batch Date; Date when the file is submitted to IC for