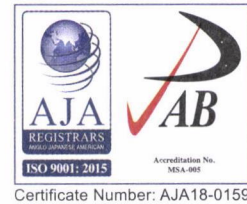




Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



Certificate Number: AJA18-0159

Circular Letter No.:	2019 - 73
Date:	23 December 2019
Supersedes:	None

CIRCULAR LETTER

TO : ALL NON-LIFE INSURANCE COMPANIES DOING BUSINESS IN THE PHILIPPINES

SUBJECT : SUBMISSION OF ANNUAL REPORT ON THE FIRE AND MOTOR CAR POLICIES AND BONDS ISSUED

Pursuant to the power vested in the Insurance Commissioner to issue circulars as may be deemed necessary to secure the enforcement of the Code and to ensure the efficient regulation of the insurance industry under Section 437 of the Insurance Code, as amended by Republic Act (RA) 10607, **all non-life insurance companies shall submit to this Commission the annual report on the fire and motor car policies and bonds issued of the last preceding year on or before 28th day of February to be signed and sworn to by the Head/Chief Underwriter or equivalent.**

Relative thereto, the Commission prescribes the following guidelines in the submission of the said annual report:

1. Fire policies

All fire policies issued shall be submitted in soft copy using the attached pro-forma template (**see Annex A – Annual Report on Fire Policies Template**) with the following details:

- a. Policy No.
- b. Term
 - b.1. Effectivity date
 - b.2. Expiry date
- c. Location
- d. Risk Occupancy
- e. Tariff Interpretation
- f. RSMD Classification
- g. Building (F/L)
 - g.1. Amount of Insurance
 - g.2. Premium

- h. Contents (F/L)
 - h.1. Amount of Insurance
 - h.2. Premium
- i. EF/ES
 - i.1. Amount of Insurance
 - i.2. Premium
- j. Typ/FL
 - j.1. Amount of Insurance
 - j.2. Premium
- k. EC
 - k.1. Amount of Insurance
 - k.2. Premium
- l. RSMD
 - l.1. Amount of Insurance
 - l.2. Premium
- m. Total Sum Insured
- n. Total Premium
- o. Retention
- p. Endorsement Issued, if any
- q. Remarks

2. Motor car policies

All motor car policies issued shall be submitted in soft copy using the attached pro-forma template (**see Annex B – Annual Report on Motor Car Policies Template**) with the following details:

- a. Policy No.
- b. Term
 - b.1 Effectivity Date
 - b.2 Expiry Date
- c. Type
- d. Address
- e. Vehicle Description
- f. Estimated Value
- g. OD/Theft
 - g.1. Amount of Insurance
 - g.2. Premium
- h. Theft Only
 - h.1. Amount of Insurance
 - h.2. Premium
- i. Fire Only
 - i.1. Amount of Insurance
 - i.2. Premium
- j. Acts of Nature
 - j.1. Amount of Insurance
 - j.2. Premium