



**GFDRR**



**WORLD BANK GROUP**



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Department of Finance  
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# Manual – Property Insurance Policies Database



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This Manual provides a description of each field requested in the Annex A of the Circular Letter No 56, published December 12<sup>th</sup>, 2017.

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**Fields related to the Insurance policy details.**

**Insurer name or ID:** Insurer name or ID as registered with IC in accordance with Act 10607 – 2013 (Insurance Code).

Technical characteristics

- Field name: Insurer name or ID
- Type of field: Alpha-numeric
- Characters:

**Issuing branch:** this field refers to the insurance company branch actually issuing the insurance policy.

Technical characteristics

- Field name: Issuing branch
- Type of field: Alphanumeric
- Characters: Search

**Coinsurance:** Co-insurance percentage of each insurance company that participates in a co-insurance scheme.

Technical characteristics

- Field name: Coinsurance
- Type of field: Numeric
- Characters: From 0 to 100

**Intermediary:** the name or ID as registered in the IC in accordance with the Act 10607 – 2013 (Insurance Code).

Technical characteristics

- Field name: Intermediary
- Type of field: Alpha-numeric
- Characters:

**Commission rate:** Percentage of compensation for soliciting, negotiating or procuring the making of any insurance contract or in placing risk or taking out insurance. The commission is a percentage of each premium paid and includes a fee for servicing the insured's policy.

Technical characteristics

- Field name: Commission rate
- Type of field: Numeric
- Characters: From 0 to 100

**Policy number:** Policy number used by each insurer.

Technical characteristics

- Field name: Policy number
- Type of field: Alpha-numeric
- Characters:



**Type of policy:** Based on PIRA, policies are classified as followed:

- General
- Residential
- Warehouse
- Industrial

Technical characteristics

- Field name: Type of policy
- Type of field: Alphanumeric
- Characters: Search

**Period:** Validity of the policy. Date from start to end.

Technical characteristics for both "From" and "To" dates:

- Field name: date
- Type of field: Date
- Characters: dd/mm/aa

**Underwriting year:** Accounting year in which the policy was underwritten.

Technical characteristics

- Field name: Underwriting year
- Type of field: Date
- Characters: Only year

**Currency:** USD or Philippine pesos.

Technical characteristics

- Field name: Currency
- Type of field: Alphanumeric
- Characters: 1

**Fields related to Physical characteristics, mitigations and replacement value**

**Occupancy:** this field the "Occupancy" sheet has 424 options defined by PIRA Occupancy Codes, which correspond to detailed descriptions of activities carried out on the property.

Consecutive	Occupancy
1	Abaca
2	Abaca Decorticating
3	Abrasive Paper
4	Acetone
...	...



...	...
...	...
421	Wooden Handicrafts
422	Woodworkers Using Hand Power or Power Generated Outside the Building
423	Woodworkers Using Power Generated Within the Building
424	Yeast

Technical characteristics

- Field name: Occupancy
- Type of field: Alphanumeric
- Characters: Search

**Number of basements:** Number of basements of the property.

Technical characteristics

- Field name: Number of basements
- Type of field: Numeric
- Characters: Number 0 to xx

Fields related to building key Dates

- **Construction:** Date in which the property was built.

Technical characteristics

- Field name: Date of construction
- Type of field: Date
- Characters: Date only year

- **Major improvements:** Date in which the construction had major improvements.

Technical characteristics

- Field name: Date of major improvements
- Type of field: Date
- Characters: Date only year

Fields related to areas

- **Lot:** Dimension of the land where the property is built. Defined within the cadastral certificate of the property.

Technical characteristics

- Field name: Area of lot
- Type of field: Numeric
- Characters: Number 1 to xx



- **Construction:** Dimension of the property constructed in square meters.  
Technical characteristics
  - Field name: Area of construction
  - Type of field: Numeric
  - Characters: Number 1 to xx

Fields related to material of construction:

The Presidential Decree No. 1096 defined the types of constructions as:

- (1) Type I – Type I buildings shall be of wood construction. The structural elements may be any of the materials permitted by this Code.
- (2) Type II – Type II buildings shall be of wood construction with protective fire-resistant materials and one-hour fire-resistive throughout: Except, that permanent non-bearing partitions may use fire-retardant treated wood within the framing assembly.
- (3) Type III – Type III buildings shall be of masonry and wood construction. Structural elements may be any of the materials permitted by this Code: Provided, that the building shall be one-hour fire-resistive throughout. Exterior walls shall be of incombustible fire-resistive construction.
- (4) Type IV – Type IV buildings shall be of steel, iron, concrete, or masonry construction. Walls, ceilings, and permanent partitions shall be of incombustible fire-resistive construction: Except, that permanent non-bearing partitions of one-hour fire-resistive construction may use fire-retardant treated wood within the framing assembly.
- (5) Type V – Type V buildings shall be fire-resistive. The structural elements shall be of steel, iron, concrete, or masonry construction. Walls, ceilings, and permanent partitions shall be of incombustible fire-resistive construction.

- **Walls:**  
Technical characteristics
  - Field name: Walls
  - Type of field: Alphanumeric
  - Characters:

- **Mezzanines:**  
Technical characteristics
  - Field name: Mezzanines
  - Type of field: Alphanumeric
  - Characters:

- **Roofs:**  
Technical characteristics
  - Field name: Roofs
  - Type of field: Alphanumeric
  - Characters:



- **Columns:**  
Technical characteristics
  - Field name: Columns
  - Type of field: Alphanumeric
  - Characters:
  
- **Joist/girders:**  
Technical characteristics
  - Field name: Joist/girders
  - Type of field: Alphanumeric
  - Characters:

Fields related to mitigation measures

- Fire extinguishers
- Sprinkles
- Flood defense

Technical characteristics

- Field name: Mitigation measures
- Type of field: Alphanumeric
- Characters:

Fields related to the replacement value

- **Total:**  
Technical characteristics
  - Field name: replacement value of total
  - Type of field: Numeric
  - Characters: Number from 0 to xx
  
- **Building:**  
Technical characteristics
  - Field name: replacement value of building
  - Type of field: Numeric
  - Characters: Number from 0 to xx
  
- **Contents:**  
Technical characteristics
  - Field name: replacement value of contents
  - Type of field: Numeric
  - Characters: Number from 0 to xx



## Fields related to the geographical location of the unit of risk

### Fields related to address

- **Number:**  
Technical characteristics
  - Field name: Number
  - Type of field: Numeric
  - Characters: Number from 0 to xx
- **Street:**  
Technical characteristics
  - Field name: Street
  - Type of field: Alphanumeric
  - Characters:
- **District:**  
Technical characteristics
  - Field name: District
  - Type of field: Alphanumeric
  - Characters:
- **Province/city/CRESTA zone:** For filling this field select one of the 82 rows that appear on the "Cresta" sheet and that correspond to the crests defined in <https://www.cresta.org/index.php/zoning-lists-4>  
Technical characteristics
  - Field name: Province/city/CRESTA zone
  - Type of field: Alphanumeric
  - Characters: Search

### Fields related to other catastrophe aggregation

- **Earthquake zone:** For filling this field select one of the PIRA-defined zones that appear on the "EQ\_zones" sheet.

ISO[4]	Province	EQ_Area	Division	Region
PH-ABR	Abra	Area 1	Luzon	CAR
PH-ALB	Albay	Area 2	Luzon	V
PH-APA	Apayao	Area 1	Luzon	CAR
...	...	...	...	...
...	...	...	...	...





<b>PH-NSA</b>	Northern Samar	Area 2	Visayas	VIII
<b>PH-WSA</b>	Samar	Area 2	Visayas	VIII
<b>PH-SIG</b>	Siquijor	Area 1	Visayas	VII
<b>PH-SLE</b>	Southern Leyte	Area 2	Visayas	VIII

Technical characteristics

- Field name: Earthquake zone
  - Type of field: Alphanumeric
  - Characters: Search
- **Typhoon/flood zone:** For the purpose of filling this field select one of the PIRA-defined zones that appear on the "Typhoon\_Flood\_zones" sheet.

ISO[4]	Province	Typhoon_Zone	Division	Region
<b>PH-ABR</b>	Abra	Zone VI	Luzon	CAR
<b>PH-AGN</b>	Agusan del Norte	Zone I	Mindanao	XIII
<b>PH-AGS</b>	Agusan del Sur	Zone I	Mindanao	XIII
...	...	...	...	...
...	...	...	...	...
<b>PH-ZAN</b>	Zamboanga del Norte	Zone I	Mindanao	IX
<b>PH-ZAS</b>	Zamboanga del Sur	Zone I	Mindanao	IX
<b>PH-ZSI</b>	Zamboanga Sibugay	Zone I	Mindanao	IX

Technical characteristics

- Field name: typhoon/flood zone
- Type of field: Alphanumeric
- Characters: Search

**Latitude.** Corresponds to the latitude geo-referenced coordinate.

Technical characteristics

- Field name: Latitude
- Type of field: International decimal standard notation
- Characters:

**Longitude.** Corresponds to the longitude geo-referenced coordinate.

Technical characteristics

- Field name: Longitude
- Type of field: International decimal standard notation
- Characters:



### **Fields related to Sum insurable**

These fields are necessary only if the insurance policy is on first-loss/non-proportional basis, and segregated in the following form:

- Total (catastrophic and non-catastrophic)
- Building (catastrophic and non-catastrophic)
- Contents (catastrophic and non-catastrophic)
- Consequential damage (catastrophic and non-catastrophic)

#### Technical characteristics

- Field name: Sum insurable
- Type of field: Numeric
- Characters: Number from 0 to xx

### **Fields related to the sum insured**

These fields should be split in the following form:

- Total (catastrophic and non-catastrophic)
- Building (catastrophic and non-catastrophic)
- Contents (catastrophic and non-catastrophic)
- Consequential damage (catastrophic and non-catastrophic)

#### Technical characteristics

- Field name: Sum insured
- Type of field: Numeric
- Characters: Number from 0 to xx

### **Fields related to the Premium**

#### **Fields related to the total premium**

The total premium should be split by:

- Total
- Non-catastrophic
- Catastrophic
- Earthquake
- Typhoon and flood
- Extended (explosion, aircraft, etc.)



- Riot

Technical characteristics

- Field name: Premium
- Type of field: Numeric
- Characters: Number from 0 to xx

Fields related to the Building exposure

The premium should be split as:

- Total
- catastrophic
- non-catastrophic

Technical characteristics

- Field name: Premium
- Type of field: Numeric

Characters: Number from 0 to xx

Fields related to the Contents exposure

The premium should be split as:

- Total
- catastrophic
- non-catastrophic

Technical characteristics

- Field name: Premium
- Type of field: Numeric

Characters: Number from 0 to xx

Fields related to the Consequential Damage coverage

The premium should be split as:

- Total
- catastrophic
- non-catastrophic

Technical characteristics

- Field name: Premium
- Type of field: Numeric



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- Characters: Number from 0 to xx

## Fields related to the deductible

The deductible (understood as the amount the insured is liable to pay before the insurer is liable, and usually expressed as a fixed amount) should be split as:

- Total (catastrophic and non-catastrophic)
- Building (catastrophic and non-catastrophic)
- Contents (catastrophic and non-catastrophic)
- Consequential damage (catastrophic and non-catastrophic)

### Technical characteristics

- Field name: Deductible
- Type of field: Numeric
- Characters: Number from 0 to xx

## Fields related to Coinsurance/copayment

The coinsurance or copayment (understood as the amount the insured is liable to pay, in particular, for catastrophe coverages and usually expressed as a percentage of the total sum insured) should be split as:

- Total (catastrophic and non-catastrophic)
- Building (catastrophic and non-catastrophic)
- Contents (catastrophic and non-catastrophic)
- Consequential damage (catastrophic and non-catastrophic)

### Technical characteristics

- Field name: Coinsurance
- Type of field: Numeric
- Characters: Number from 0 to xx