

Advisory No.:	RS-2022-026
Classification:	Regulatory and Supervisory Advisory
Date:	15 July 2022

INSURANCE COMMISSION ADVISORY

TO : All Management Companies Authorized To Do Business In The Philippines under the Personal Passenger Accident Insurance (PPAI) Program

SUBJECT : Guidelines on the Electronic Submission of Documentary Requirements

In relation to the implementation of IC Circular Letter (CL) No. 2022-32 or the Examination Rules and Procedures for all management companies under the PPAI program on 06 July 2022, management companies are enjoined to submit the requirements of the said CL for the 1st Semester 2022 (January to June 2022) via the IC Online Uploading Portal **on or before 15 August 2022**.

Prior to submission, management companies are expected to:

- a. accomplish the Registration Form (see Annex) for the IC Online Uploading System: <https://onuploading.insurance.gov.ph/templates/login>; and
- b. familiarize themselves with the IC Landbank ePayment System via: <https://www.lbp-eservices.com/egps/portal/index.jsp>.

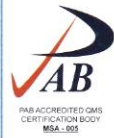
The accomplished registration forms shall be submitted within five (5) working days after the publication of this advisory.

Should you have any concerns regarding this matter, you may contact the IC Brokers and Insurance Pools Division at BrokersDiv@insurance.gov.ph or 8523-8461 local 132.

Please be guided accordingly. Thank you.

DENNIS B. FUNA
 Insurance Commissioner





GUIDELINES ON THE ELECTRONIC SUBMISSION OF THE DOCUMENTARY REQUIREMENTS FOR ALL MANAGEMENT COMPANIES UNDER THE PERSONAL PASSENGER ACCIDENT INSURANCE (PPAI) PROGRAM

The Insurance Commission (IC) requires that documents submitted to the IC be done in digital format. These guidelines will assist you in preparing your digitalized reports for electronic submission.

I. Preparation and Submission of Registration Form

- a. Users. The Company is allowed to have and maintain two (2) user accounts. *(Group email may be used)*
- b. Deadline of Submission: Accomplished forms shall be submitted to this Commission **five (5) working days** after the publication of this advisory.
- c. All forms must be submitted via email to the Brokers and Insurance Pools Division (BrokersDiv@insurance.gov.ph).
- d. An email will be sent to the email address/es set in the application form. This is to confirm that the application is accepted and verified.

II. Preparation of Documents for Submission

- a. Every effort should be made to ensure that the documents are concise and contain only the information necessary to demonstrate compliance with the issued circulars.
- b. File format. Documents shall be in Microsoft Excel (.xls) and Adobe Portable Document (.pdf) format
- c. File Name. Documents must be labelled in "Number_Description" format (e.g. 1_Claims Fund Report).

III. Deadline and Penalties

- a. Uploading of documents is available until **05:00PM of the deadline** in the latest issued circular.
- b. Management companies that fail to submit on the deadline will only be allowed to submit/upload their files upon email request and approval to do so from the Brokers and Insurance Pools Division.
- c. Penalties. Failure to submit the necessary/complete documents within the prescribed deadline shall cause the imposition of a penalty.

For clarifications/questions, you may contact the Brokers and Insurance Pools Division and Information Systems Division thru their email addresses mentioned above or at 8523-8461 (loc. 132).



Registration Form for the Uploading System of Audited Financial Statements and Attachments (All Management Companies under the Personal Passenger Accident Insurance Program)

I. Type of Request:

- New Account
- Update Account Information
- Reactivate *(for accounts which have been locked/closed/deactivated due to violations/incorrect usage of the system and shall now be reactivated/rehabilitated)*
- Deactivate *(for accounts which need to be temporarily or permanently locked/closed/deactivated due to change in user, or other justifiable reasons)*

II. User/ Company Representative:

Last Name:	
Middle Name:	
First Name:	
Company:	
Department/Division:	
Position:	
Valid official email address:	
Signature:	

III. Supporting Documents:

1. Photocopy of Company ID
2. Certificate of Employment

By submitting this application form, I agree and consent that to the extent required by law, the Insurance Commission may collect, use and process my personal information in accordance with the Data Privacy Act of 2012.

*Printed Name and Signature of
 Company Representative*

IV. **Username:** _____ *(to be filled out by Authorized IC Personnel only)*

V. **Password:** _____ *(to be filled out by Authorized IC Personnel only)*

Authorization:
<i>The above information has been authorized by _____ (Company Name) in relation to transaction with the Insurance Commission (IC) on matters pertaining to the Online Submission of documentary requirements for management companies under the Personal Passenger Accident Insurance (PPAI) Program.</i>
_____ <i>Printed Name and Signature of President/CEO</i>

The information you provide will be treated with utmost respect and confidentiality. The Insurance Commission follows general principles and rules of Data Privacy protection in the Philippines.