REINSURANCE UPLOADING SYSTEM FOR FOREIGN EXCHANGE RECEIPTS AND REMITTANCES

FAQs (Frequently Asked Questions)

I. USER REGISTRATION

1. **What is the website link of the Reinsurance Uploading System?**

    The website link is: https://onlinesubmission.insurance.gov.ph/ri/login

2. **When do the system opens and closes?**

    The system will be open Mondays to Fridays, 9AM to 4PM (except holidays).

3. **How can a company representative register in the Reinsurance Uploading System?**

    An officer of the company with a rank of at least Manager shall endorse the company representative/s through email at reinsurance@insurance.gov.ph

4. **How many representative/s can a company have for the Reinsurance Uploading System?**

    Two (2) company representatives.

5. **How will the company representatives know their username and password?**

    After receiving the representatives' request/application, RID will email to the company the username and link for the creation of password.

6. **If any of the company representatives has already left the company, what will happen to the account?**

    The company should inform RID thru reinsurance@insurance.gov.ph to deactivate the account and make the necessary adjustments.

II. SUBMISSION OF DOCUMENTS

1. **How can the company make sure that IC already received the submission?**

    Tick the 'Notify about your own actions via email' found in the account settings on the RID Uploading System and an acknowledgement notification will appear. If none appears, notify RID thru reinsurance@insurance.gov.ph that uploading was not successful.

2. **Is there a need to submit hard copy of the report?**

    There is no need to submit hardcopy of the report unless the company encounters technical problems with online submission. Submission in hard copies will only be accepted if there is proof that online uploading failed.

3. **In what file format should the company submit the reports?**

    The reports should be submitted in excel and pdf formats

4. **Are there penalties for late submission?**

    Yes, late submission of reports are subject to penalty per CL 2014-15 (Fees and Charges).

If you have further questions regarding the RID Uploading System, please email your concerns to reinsurance@insurance.gov.ph