**ANNEX A**

**CHECKLIST OF SUPPORTING DOCUMENTS**

**OF MUTUAL BENEFIT ASSOCIATIONS**

**For the Year Ended 31 December 2020**

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**NAME OF COMPANY**

| **DOCUMENT** | **SOFT COPY** |
| --- | --- |
| **PDF File** | **Excel File** |
|  | 1.  | Copy of the 2020 Annual Statement |  |  |
|  | 2. | 2020 Audited Financial Statements with comparative figures for 2019, signed by an External Auditor accredited by the Insurance Commission, and duly received by the Bureau of Internal Revenue (BIR) | ***(Whole AFS- strictly PDF File converted from Excel and Word File, to enable CTRL F function)******(Scan copy of the stamped received by BIR)*** |  |
|   | 3. | Adjusted Trial Balance as of 31 December 2020 signed by the Chief Accountant | (***Signed by the Chief accountant)*** | (***Other copy)*** |
|   | 4. | Reconciliation of figures/accounts in the Adjusted Trial Balance (breakdown/groupings) to tally with the figures/accounts in the Audited Financial Statements and Annual Statement (MBA Format No. 1,1A,2,2A) |  |  |
|   | 5. | 2020 General Information Sheet filed with Securities and Exchange Commission |  |  |
|  | 6. | Accredited actuary’s certification on actuarial and all related accounts / Statement of Opinion on Policy Loans *(e.g. Basic contingent benefit reserve, Optional benefit reserve, Liability on individual equity, Membership certificate loans****/****Policy loans, Member's contributions/premiums due & uncollected, Members' assessment receivable ,Claims payable on basic contingent benefit/Optional benefits,)* |  |  |
|  | 7. | External Auditor Report (Management Letter Points, Management Letter of Comments, Management Letter to Recommend, Summary of Internal Control Deficiencies or Management Letter separate from the Opinion page) as of 31 December 2020 |  |  |
|  | 8. | Certification of the Association's comptroller or any responsible officer with the rank of at least Vice President for the accounts: *Members' fees &, dues receivable, Liability on individual equity, Unremitted members’ contributions, dues & fees, Unremitted premiums, Members' deposit, Capital Deposits, Capital Equity or any similar deposit (if any), Members' contributions/premiums received in advance, Retirement Savings Fund, Loan Liquidation Fund, or any similar fund(if any)* |  |  |
|  | 9. | Detailed schedule of the following actuarial accounts (with printed copies of the (i) First Page and (ii) Last Page (Showing the totals of the said schedules) |  |  |
|  |  | 1. Seriatim List of all members indicating therein the minimum basic information using the attached format (MBA REQUIRED Format No. 3)
 |  |  |
|  |  | 1. Membership certificate/Policy Loans (Cash Loan & Automatic Premium Loan)if any, indicating therein the minimum basic information:

b.1 Membership Certificate Loans (*Membership Certificate Number, Name of member, Date of membership, Name of Plan, Basic Benefit, ,Date of Loan, Maturity Date of Loan granted, Amount of Loan granted, Interest (Earned & Unearned) ,Outstanding Balance of Loan, Equity Value as of 31 December 2020)*b.2 Policy Loans  (Membership Certificate Number, Policy Number , Name of member/policyholder, Policy/Effectivity Date, Name of Plan,  Policy Maturity Date, Amount of Insurance, Date Loan, Maturity Date of Loan granted, Interest (earned& unearned), Outstanding Balance of Loan, Cash Value as of 31 December 2020, Equity  Value as of 31 December 2020, Policy Reserves as of 31  December 2020 |
|  |  | 1. Unremitted members’ contributions, dues & fees and Unremitted premiums indicating therein the minimum basic information :

*Membership certificate/Policy number, Name of Member/Policyholder, Membership/Policy Date, Basic benefit, Amount of Insurance, Due Date of unremitted contribution, dues & fees/premium paid by member, Unremitted members’ contribution, dues & fees, /Unremitted premiums as of 31 December 2020, Equity value as of 31 December 2020; Policy Reserves as of 31 December 2020,Date of remittance to Association in year 2021.* |
|  |  | 1. Claims payable on basic contingent benefit, Claims payable on optional benefit, Other benefit payable on Basic/Optional policies as of 31 December 2020 duly signed by General Manager/Claims Manager (MBA REQUIRED Format No. 4)
 |
|  |  | 1. All claims filed (paid or unpaid) for Basic & Optional insurance in the first quarter of 2021 indicating therein the minimum information same in requirement 9.d
 |
|  |  | 1. Members’ contributions received in advance/Premiums received in advance indicating therein the minimum basic information:(MBA REQUIRED Format No. 5)
 |
|  |  | 1. Members’ Deposits, Capital Equity Deposits, Capital Contribution, Retirement Savings Fund, Loan Liquidation Fund or any similar account indicating therein the minimum basic information: (MBA REQUIRED Format No.11)
 |  |  |
|  | 10. | Claims paid/denied during the year (MBA Format No. 10A & 10B) |  |  |
|  | 11. | Summary of in-force certificates and policies by plan of insurance as of December 31, 2020using the attached -MBA Format No. 9. |  |  |
|  | 12. | Copy of latest approved IRR and Membership Certificate for both Basic and Optional Insurance  |  |  |
|   | 13. | Statement of Securities Account of BTR-ROSS as of 31 December 2020 |  |  |
|   | 14. | Certification from the Custodian Bank for Dollar-denominated Bonds as of 31 December 2020 |  |  |
|   | 15. | Schedule of Dollar-denominated Bonds using the attached MBA Format No.6. |  |  |
|   | 16. | Supporting documents of all investments not presented during the inventory |  |  |
|   | 17. | Detailed schedule showing the computation of Fair Market or Book Value of Schedule of Bonds and Treasury Bills, together with the pricing documents (Column 13 of Schedule A1 and A2 of Annual Statement. (MBA Format No. 7) |  |  |
|  | 18. | For IMA Accounts/Investments:1. Complete set of financial statements as of 31 December 2020 including pertinent supporting documents.
2. Related IC approvals pursuant to Item No. 1,

 IC CL No. 2015-41-A dated 04 August 2015 |  |  |
|  | 19. | 19.1 For Investments in Mutual Funds, Unit Investment Trust Fund (UITF) and Real Estate Investment Trust (REIT): a. Supporting documents as of purchase date and NAVPU as of 31 December 2020 for Mutual Fund, Unit  Investment Trust and REIT; and b. Related IC approvals pursuant to IC CL No. 2014-21  dated 15 May 2014. |  |  |
|  |  | 19.2 IC Approval for Investments in Subsidiaries, Associates and Joint Ventures |  |  |
|  |  | 19.3 IC Approval for Appraised Value of Real Estate Properties pursuant to IC CL No.  2016-16 dated 23 March 2016 |  |  |
|  |  | 19.4 IC Approval for Foreign Currency- Denominated Investments requiring approval pursuant to IC CL Nos. 2015-25,  2018-71 and 2019-51 dated 18 May 2015, 28 December 2018, 19 September 2019,  Respectively |  |  |
|   | 20. | Certification from Philippine Depository & Trust Corp. (PDTC) for the Scriptless Equity Certificates and Private Debt Securities as of 31 December 2020 |  |  |
|   | 21. | Breakdown/Computation/Schedule of Fluctuation Reserve-Bonds/Stocks and Revaluation Reserve –Real Estate as reported in the Annual Statement |  |  |
|   | 22. | Bank Statements/Passbooks of all Current, Savings and Time Deposit accounts as of 31 December 2020 and 31 January 2021, together with the pertinent Bank Reconciliation statementssigned by the preparer and reviewer/approver.22.1 Supporting Documents for Current and  Savings Accounts: 22.1.1 Bank Accounts with Adjusted Balance  equal to Unadjusted Bank Balance, a  Bank Certification with e-signature of  the Bank’s authorized representative  on Bank’s letter head, certifying the 31  December 2020 balance of the  Insurance Company will be sufficient. 22.1.2 Bank Accounts with Adjusted Balance  not equal to Unadjusted Bank Balance,  statement of account, passbook or  bank statement showing 01 December  2020 to 31 January 2021 transactions  and running balance with certification  from bank. 22.1.3 Bank Reconciliation for December  2020 and January 202122.2 Time Deposit Certificate and subsequent rollover certificate or new certificate if matured already during electronic submission. If Time Deposit was not rolled over, pertinent documents showing where the proceeds were deposited. |  |  |
|   | 23. | Detailed schedule of Deposits-in-Transit and Undeposited Collections, showing in columns the Official Receipt Number, Official Receipt Date, Date Deposited and Name of Depository Bank MBA Format No. 12 |  |  |
|   | 24. | Certification of Receivables from Government Agencies/Government-owned and Controlled Corporations as of 31 December 2020 |  |  |
|   | 25. | Sales Invoices and Official Receipts to support purchases of Electronic Data Processing (EDP) Equipment during the year ended 31 December 2020 |  |  |
|  | 26. | Related Party Transaction Schedules for January 1 to 31 December 2020 |  |  |
|  | 27. | Actuarial Valuation Report of Pension Asset/ Obligation Account |  |  |
|  | 28. | Supporting documents for Plan Assets Account related to Item No. 27 |  |  |
|   | 29. | Official Receipts to support payments of Premium Tax, Documentary Stamps Tax and Real Estate Tax during the year ended 31 December 2020 |  |  |
|  | 30. | Schedule of Reinsurance Recoverable and Due to Reinsurers as of year-end, if any, using the attached MBA Format No. 8. |  |  |
|  | 31. | Schedule showing balance sheet items in foreign currency, if any, and their peso equivalent, including a sub-schedule showing the currency breakdown in case an account consists of multiple currencies. |  |  |
|  | 32. | Schedule containing the (i) Full Name (i.e., First Name, Middle Initial, Last Name) and (ii) official e-mail address of two (2) company representative assigned to upload the regulatory submission requirements for Financial Reporting Framework, Valuation Standards for Insurance Policy Reserves and New Risk-based Capital Framework via the Online Uploading System pursuant to Insurance Commission Circular Letter No. 2015-38 dated 27 July 2015. |  |  |
|  | 33. | List of current members of board of directors and trustees, independent directors/trustees and their respective addresses, positions and also the chairman and members of Audit, Remuneration and Nomination committees. |  |  |
|   | 34. | Minutes of Meetings of the Board and Executive Committees, including a copy of Board Resolutions made during the year ended 31 December 2020 |  |  |
|  | 35 | Latest copy of Certificate of Tax Exemption issued by the Bureau of Internal Revenue (BIR) pursuant to BIR Revenue Memorandum Order No. 38-2019 |  |  |
|   | 36. | For MBAs with Microinsurance business |  |  |
|   |   | a. | Enhanced Performance Indicators and Standards for Microinsurance 2016 (SEGURO) per IC CL No. 2016-63 dated 16 December 2016.Submit duly accomplished IC SEGURO Template.***Note****: Please see the notes and instructions indicated on the lower part of each sheet tab of the template in accomplishing the same*. |  |  |
|  |  | b. | Report/assessment of Institute of Corporate Director (ICD) on company’s corporate governance score card for the year 2019 |  |  |
|   |   | c. | Copy of the following : |  |  |
|   |   |   | c.1. Production: |  | ** |
|   |   |   |  | Schedule showing separately in columns the Certificate Number, Policy Number, Name of the Member/Assured, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, and Other Taxes (per Product Line), Total Premium Production |
|   |   |   | c.2. Collections: |
|   |   |   |   | Schedule showing separately in columns the Certificate Number, Policy Number, Name of the Assured, Sum Assured, Premium, Premium Tax, Documentary Stamp Tax, Other Taxes, Amount Collected, Official Receipt Number, and Official Receipt Date, Total Collections |
|   |   |   | c.3. Schedule of Claims duly signed by General Manager/Claims Manager  |
|   |   |   |  c.3.1c.3.2c.3.3 c.4 | Claims paidMBA Required Format No. 10-ADenied ClaimsMBA Required Format No. 10-BClaims Payable:-IBNR-In Course of Settlement-Due and Unpaid-ResistedMBA Required Format No. 4Summary of Certificates and Policies (Micro) as of 31 December 2020MBA Required Format No. 9 |
|  | 37. | Contact Details of the Company’s representative from: |  |  |
|   |   | a. | Accounting Unit/Division/Department: |  |  |
|   |   |   | a.1. | Full name (i.e., First Name, Middle Initial, Last Name) |  |  |
|   |   |   | a.2. | Designation |  |  |
|   |   |   | a.3. | Official Telephone Number |  |  |
|   |   |   | a.4. | Official Fax Number |  |  |
|   |   |   | a.5. | Official E-mail Address |  |  |
|   |   | b. | Actuarial Unit/Division/Department: |  |  |
|   |   |   | b.1. | Full name (i.e., First Name, Middle Initial, Last Name) |  |  |
|   |   |   | b.2. | Designation |  |  |
|   |   |   | b.3. | Official Telephone Number |  |  |
|   |   |   | b.4. | Official Fax Number |  |  |
|   |   |   | b.5. | Official E-mail Address |  |  |
|  | 38. |  | **General Reminders:**1. Generally Non-admitted assets should still be presented as part of the Ledger Assets and Non-admitted assets columns in Exhibit 4 of the Annual Statement.
2. For assets not presented during inventory, strictly indicate Document Index number in both the Annual Statement and supporting documents of assets and liabilities for seamless cross-referencing. Moreover, arrangement in the Annual Statement should be the same in the arrangement of supporting documents.
3. To avoid, penalty due to wrong data entry pursuant to IC CL No. 2014-15 dated 15 May 2014, the Company should completely and properly fill out applicable schedules in the Annual Statement.
4. For uploading of supporting documents in the online uploading system via <https://onuploading.insurance.gov.ph/templates/login>, the following must be segregated:
5. Item Nos. 6,8,9,10,11 & 12 must be uploaded in the *Actuarial Requirements* sub-folder.
6. All other items EXCEPT Item Nos. 6,8,9,10,11 & 12 must be uploaded in the *Financial Requirements* sub-folder.

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|   | **Remarks:** |   |  |   | **Submitted by:** |   |
|   |  |   |  |   |   |   |
|   |   |   |  |   | Signature over Printed Name |   |
|   | **Received by:** |   |  |   |   |   |
|   |  |   |  |   | Designation |   |
|   |  |   |  |   |  |   |
|   | Signature over Printed Name |   |  |  |  |  |
|   |  |   |  |  |  |  |













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 Manager’s Signature















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