



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



<b>Circular Letter (CL) No.</b>	2020-20
<b>Date</b>	23 March 2020
<b>Supersedes</b>	None

### **CIRULAR LETTER**

**TO : ALL INSURANCE AND REINSURANCE COMPANIES, PRE-NEED COMPANIES, AND MUTUAL BENEFIT ASSOCIATIONS AUTHORIZED TO DO BUSINESS IN THE PHILIPPINES**

**SUBJECT : FILING OF 2019 ANNUAL STATEMENTS / 2019 AUDITED FINANCIAL STATEMENTS**

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**WHEREAS**, Section 229 of Republic Act No. 10607 (Amended Insurance Code) directs every insurance company authorized to do business in the Philippines, annually on or before the thirtieth (30<sup>th</sup>) day of April of each year to render to the Insurance Commission (IC or the "Commission") an Annual Statement (AS) in such form and detail as may be prescribed by the Commission, signed and sworn by the President, Secretary, Treasurer and actuary of the company, showing the exact condition of the affairs on the preceding thirty-first (31<sup>st</sup>) day of December;

**WHEREAS**, Section 413 of the Amended Insurance Code directs every Mutual Benefit Associations (MBAs) authorized to do business in the Philippines, annually on or before the thirtieth (30<sup>th</sup>) day of April of each year to render to the IC an AS in such form and detail as may be prescribed by the Commission, signed and sworn by the President, Secretary, Treasurer and actuary of the association, showing the exact condition of the affairs of the company on the preceding thirty-first (31<sup>st</sup>) day of December;

**WHEREAS**, Sections 42 and 43 of the Republic Act No. 9829 (Pre-Need Code) directs every pre-need company authorized to do business in the Philippines to submit (a) Annual Audited Financial Statements (AFS) signed and sworn to by its Chief Executive Officer, Chief Finance Officer and external auditors, within one hundred twenty (120) days after the calendar or fiscal year, and (b) Annual Statement (AS) of Trust of its fund for each type of plan, in a form prescribed by the Commission and shall include details as to all income, disbursements, assets and liability items of and associated with the said trust fund accounts;

**WHEREAS**, the IC issued Circular Letter (CL) No. 2014-15 dated 15 May 2014 entitled "*Fees and Charges*" ("Circular on Fees and Charges");

**WHEREAS**, the Circular on Fees and Charges imposes penalties for the delay in the submission of the reportorial requirements as expressly enumerated in Item No. VII, paragraphs A, B and D;

**WHEREAS**, in line with Proclamation No. 922, s. 2020, declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease 2019 (Covid-19), the IC is cognizant of the Philippine government's continuing efforts to implement travel restrictions and intensive health screening measures at transport hubs, including airports, sea ports and border crossings, as well as necessity to implement temporary suspension of business operations, in order to contain the spread of Covid-19;

**WHEREAS**, these travel restrictions and/or temporary suspension of business operations pose specific challenges on the preparation, completion and submission of 2019 AS and/or 2019 AFS of entities regulated by the Commission;

**WHEREAS**, the Securities and Exchange Commission (SEC) issued SEC Memorandum Circular No. 5 (s. 2020) dated 12 March 2020 extending the deadline for the filing of the 2019 Annual Reports, including applicable Quarterly Reports for the year 2020 and 2019 AFS;

**WHEREAS**, the Bureau of Internal Revenue (BIR) issued Revenue Memorandum Circular No. 28-2020 dated 18 March 2020 extending the deadline for the filing of 2019 Annual Income Tax Returns (AITR) and payment of income tax due thereon, if any, from 15 April 2020 to 15 May 2020 without the imposition of penalties;

**NOW, THEREFORE**, in view of all the foregoing and in accordance with Insurance Commissioner's power under Section 437 of the Amended Insurance Code and Section 6 of the Pre-Need Code, the IC will accept filing of regulated entities' 2019 AS and/or 2019 AFS (including their required attachments) until 01 June 2020 without imposing penalty/ies for late submission thereof.

This Circular shall take effect immediately.

  
**DENNIS B. FUNA**  
Insurance Commissioner

