

SECTION I

All property and casualty (P&C) insurance companies are required to complete uniform Quarterly and Annual P&C returns, although jurisdictions may apply certain conditions to meet their own particular requirements.

The P&C returns are designed to enable regulators to monitor the financial condition and operating results of insurers, as well as certain compliance requirements.

These instructions are generally applicable to all jurisdictions, but insurers should refer any specific P&C return questions to their primary regulator.

Canadian insurance companies may be registered federally under the *Insurance Companies Act (ICA)*, or incorporated under the incorporation statutes of a province or territory and, in some cases, under private bill. Foreign P&C insurance companies must be registered federally under the ICA to insure in Canada a risk. Regardless of the jurisdiction of incorporation, all insurers must first obtain a licence in a province or territory before operations can commence. Completion of some schedules in the P&C return depends on the insurer's jurisdiction of incorporation and/or provincial licensing. Please refer to the "Table of Contents" of the P&C return and Section IV for detailed instructions.

Insurers must comply with the legislation of the primary regulator with respect to record retention.

Foreign P&C Insurance Companies

The P&C returns of a foreign company should reflect only the company's risks that were insured in Canada. Under Part XIII of the ICA regulatory reporting of a foreign entity's business is now based on the location of the insurance rather than the location of the risk. For this reason, risks located outside Canada but insured in Canada by the Canadian branch should also be reported on the regulatory return. Conversely, risks located in Canada but insured outside Canada (e.g. by Home Office) would not be included.

Please refer to the Advisory 2007-01-R1, *Insuring in Canada of Risks*. This advisory provides guidance on indicia to consider in determining, for the purpose of the ICA, whether a foreign entity is insuring in Canada a risk and states how OSFI will apply these indicia to various business models.

This definition of business in Canada is to be applied on a retroactive restatement basis by adjusting the opening balance sheet on January 1, 2010 through the Head Office Account for:

- Previously unreported business; and/or
- Removal of business where prior approval has been received from OSFI.

Amendments to the ICA do not change the obligation for foreign entities to comply with provincial requirements. New pages have been added to satisfy these requirements. Therefore, pages 85.40, 85.45 and 85.60 must be completed based on location of risk and must include risks located in Canada that have been insured in Canada and/or abroad. Conversely, risks outside Canada but insured in Canada (e.g. by Home Office) would not be included.

Please refer to [OSFI's website](#) for a list of all current validation rules.

Accounting Principles – Quarterly and Annual Returns

The Canadian Accounting Standards Board (AcSB) has adopted International Financial Reporting Standards (IFRS) as Canadian Generally Accepted Accounting Principles (CGAAP), the primary source of which is the Handbook of the Chartered Professional Accountants of Canada. P&C insurers are considered publicly accountable enterprises (PAEs) and as such, have fiduciary responsibilities, they are considered to meet the definition of a PAE and are required to report using IFRS for fiscal years beginning on or after January 1, 2011.

Consolidated Financial Statements (Canadian P&C Insurance Companies)

With the implementation of IFRS, consolidated reporting within the P&C return is required, except for life company subsidiaries, which are expected to be reported using the equity method.

All regulatory return core financial statements, notes, supporting schedules and exhibits are to be completed on a consolidated basis in accordance with IFRS, with the exception of non-consolidated items as noted on the schedule and life company subsidiaries as noted above.

Non-consolidated statements, additional supporting pages and exhibits should be reported on an IFRS basis, except for investments in subsidiaries, interests in joint ventures and variable interest entities, which should be reported on an equity basis.

Statutory Authority

Each jurisdiction has its own statutes which govern the reporting requirements of the particular insurer. Certain jurisdictions will allow an insurer licensed in their jurisdiction but domiciled in another to follow the reporting requirements of the home jurisdiction. Insurers are advised to be aware of the statutes of all jurisdictions in which they are licensed. Relevant legislation for federally and provincially registered insurers is noted in “Section V - Jurisdictional Requirements.”

Guidelines and Bulletins

Guidelines and bulletins issued by regulators are listed under the applicable jurisdictions in “Section V - Jurisdictional Requirements.”

Language Preference

The P&C returns and related instructions are available in both official languages. Some jurisdictions will accept filings in either official language. See “Section V- Jurisdictional Requirements” for specific details.

General

The Canadian Council of Insurance Regulators (CCIR) Forms Committee is interested in your comments on any aspect of the return and/or instructions. Please direct your comments to the:

Office of the Superintendent of Financial Institutions
Regulatory Information Division
255 Albert Street, 12th floor
Ottawa, ON K1A 0H2

Attention: Chairperson
CCIR Forms Committee

Email: CCIRForms-FormulairesCCRRA@osfi-bsif.gc.ca

SECTION II

General

The P&C returns are considered to be generally self-explanatory, and accordingly, the text on each page of the Returns are considered to be part of the instructions. Below are additional points to assist in the preparation of the P&C Quarterly and Annual Return filings (P&C Core Financial Statement Return (PC1), P&C Supervisory Quarterly Return (PC2), P&C Supervisory Annual Supplement Return (PC3) and P&C Provincial Return (PCPROV)).

(i) The filing deadlines found in “Section V - Jurisdictional Requirements” are the dates by which the regulators must receive the Quarterly and Annual Return filings. A February 28 deadline refers to the last day of February.

(ii) [Sample P&C](#) returns can be found on OSFI’s website.

Some jurisdictions require the P&C returns to be submitted electronically through an approved software provider. Some jurisdictions also require a supplementary file to be included with the P&C return filings. Please refer to “Section V - Jurisdictional Requirements” for details.

(iii) The full name of the insurer and the year must be shown on the cover page and on page 10.10. The insurer is required to be identified on **every** page; an abbreviated form of the name is acceptable on the inside pages.

The code number assigned to each insurer by its primary regulator must also be indicated in the lower right-hand corner of the cover.

(iv) The P&C returns must be properly verified by affidavit(s) (pages 99.10, 99.11, 99.15, 99.16 and 99.20). Please refer to “Section V - Jurisdictional Requirements” for details.

All filed copies of the P&C returns must bear the original signatures of the appropriate officers (Chief Agent / Chief Executive Officer), directors, commissioner and/or notary public. Where the P&C returns are filed electronically, the original signature pages must be retained on file for regulatory review as required.

(v) Pages containing no data are to be included with the filed P&C returns, except for the out-of-Canada exhibits on pages 90.15 and 90.70.

(vi) All dollar amounts reported in the P&C returns are to be reported in Canadian dollars, with the exception of worldwide results on Page 10.60 for foreign insurers. Insurers are to follow the requirements of the applicable accounting standards with regard to foreign currency conversion.

General (cont'd)

- (vii) Dollar amounts must be rounded to the nearest thousand dollars, except for certain figures such as per-share data. Individual items must be adjusted so that the total is not affected by rounding to the nearest thousand dollars.
- (viii) Information or descriptions within the P&C returns must not be changed. Write-in information is not permitted except where explicitly noted. For most schedules, adequate blank lines are provided for additional information. Any permitted write-in information must be self-explanatory. If additional pages are required for detailed information, the information should be provided in an electronic format, such as embedded within the special Excel file.
- (ix) All subtotals and totals must be calculated and reported on the form, since regulators use these amounts as reference points. Where supplementary listings are filed (e.g. investments), the totals must be carried forward to the actual exhibits in the P&C returns.
- (x) To indicate a number contrary to normal expectation, insurers must use brackets rather than a minus sign, for example “(649)” rather than “-649.”
- (xi) An Appointed Actuary’s Report on the adequacy of the provision for unexpired coverage and liability for incurred claims must be filed with the P&C returns; failure to include one would render the filing incomplete for most jurisdictions.

Please refer to “Section V- Jurisdictional Requirements” for more information. Also note that a certificate of opinion, in lieu of a full report, is not acceptable.

- (xii) For Canadian insurers:

External Auditor Reports must be filed with the annual P&C returns; failure to include both would render the filing incomplete.

The External Auditor Reports should be addressed to the primary regulator (OSFI / Autorité des marchés financiers (AMF)), and (other) provincial superintendents, where applicable. For example:

“To the Superintendent of Financial Institutions Canada, and the provincial superintendents of financial institutions / insurance.”

General (cont'd)

Please refer to “Section V” for specific jurisdictional requirements. The Reports and opinion must be based on the total business of the insurer regardless of the division of business between in-Canada and out-of-Canada operations.

The External Auditor Report to the shareholders/policyholders, together with the annual Financial Statement, must be filed with the P&C returns where required; (refer to “Section V”). If there are material differences in classification between the annual Financial Statement and the financial statements included in the P&C, a reconciliation should be completed and filed with the P&C returns, and the Auditor Report to the regulator(s) on the P&C returns should include a comment indicating that the auditor has reviewed the reconciliation and that it appropriately reflects the reconciliation of items between the annual Financial Statement and the financial statements included in the P&C returns.

(xiii) For Foreign insurers:

External Auditor Reports must be filed as close as possible to the filing date of the P&C returns, but no later than May 31; failure to file both would render the filing incomplete. The External Auditor Reports should be addressed "To the Chief Agent and the Superintendents of Financial Institutions / Insurance".

Please refer to “Section V” for specific jurisdictional requirements. The Reports and opinion must be on the Company's insurance business in Canada, and should include a comment effectively confirming that the financial statements attached to the Auditor Reports agree with those filed with the superintendent(s) on (date filed), or identifying any exceptions.

(xiv) Financial statements of subsidiaries: refer to “Section V” for specific jurisdictional requirements, where applicable.

(xv) Foreign insurers are required to file a copy of their "Statement of Total (worldwide) Business" with OSFI, under the provisions of section 664 of the Insurance Companies Act, as follows:

U.S. insurers are required to file a copy of a completed NAIC form within 30 days of the date for filing with the Insurer's home state;

All other foreign insurers are required to file a copy of the audited financial statements prepared for their shareholders or other stakeholders, no later than 30 days after they have been approved by the insurer's Board of Directors.

General (cont'd)

- (xvi) For amended return filings, see **Amendments to the P&C Returns** in this section.
- (xvii) If the filed information is inaccurate or incomplete, the P&C returns will not be considered filed.
- (xviii) Dates are to be reported using the convention DD/MM/YYYY, and names are to be reported with the surname first (e.g. ABLE, Ingrid M.).
- (xix) Please refer to [OSFI's website](#) for a list of all current validation rules.

Filing Requirements – P&C Return documents

For the specific list of filing requirements for each jurisdiction, please refer to “Section V - Jurisdictional Requirements.”

Appointed Actuary's Report

The Appointed Actuary's Report must be signed by the actuary most recently appointed by the insurer's board of directors.

For filing requirements, refer to “Section V - Jurisdictional Requirements.”

For additional information, refer to the primary regulator's instructions to the appointed actuary.

External Auditor Reports

The External Auditor Report for the financial statements should be addressed to the primary regulator. The External Auditor Report must cover pages 20.10 to 20.60 of the P&C return. This includes the (consolidated) Balance Sheet, Statement of Income, Comprehensive Income (Loss) and Accumulated Other Comprehensive Income (Loss), Statement of Cash Flows, Statement of Changes in Equity and Notes to the Financial Statements.

Canadian insurers are required to provide an annual External Auditor Report for the Minimum Capital Test (MCT), confirm this requirement with your primary regulator or refer to “Section V – Jurisdictional Requirements.” Federally regulated branches of foreign insurers are required to provide OSFI with an annual External Auditor Report for the Branch Adequacy of Assets Test (BAAT). The annual audit of the MCT/BAAT is required to be a separate audit report from the one provided for the audited financial statements. For further details, please refer to OSFI’s [MCT Guideline](#).

For filing requirements, refer to “Section V - Jurisdictional Requirements.”

Mailing Addresses

See “Section V - Jurisdictional Requirements” for the mailing addresses of all regulators.

Penalties for Late Filing

The P&C returns must be received at the regulator’s office on the applicable due date. There are penalties for late filing in all jurisdictions. In some jurisdictions, late filing is an offence that may result in prosecution and fines.

Electronic Filing

Please refer to the schedules in “Section V – Jurisdictional Requirements”.

Amendments to the P&C Returns

If amendments are made to the P&C returns, the amended return must be filed immediately with every jurisdiction where the insurer had filed the original version. A validation report, transmittal form and updated affidavit (pages 99.10, 99.11, 99.15 or 99.16) may be required by some jurisdictions. An updated Auditor Report may also be required if there are material changes affecting pages 20.10 to 20.60 of the P&C Core Financial Statement Return.

Annual Return Filing Specifications

Currently, the only approved software vendor for this return is PricewaterhouseCoopers (PwC).

Quarterly Return Filing Specifications

Submission to the primary regulatory, OSFI, using this convention:

Refer to the file naming instructions included in the [Regulatory Reporting System \(RRS\) – Manage Financial Returns User Guide](#), on the OSFI website.

Submission to AMF:

Please refer to the file naming conventions set out in the document entitled [Guide – Specific File Transfer Service \(FTS\) Requirements](#), which is available on the AMF’s website.

Submission to other regulators:

Please contact the jurisdiction in question for further details.

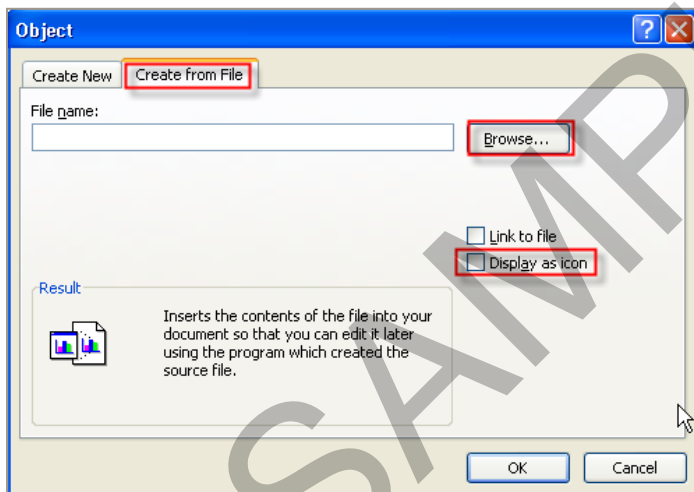
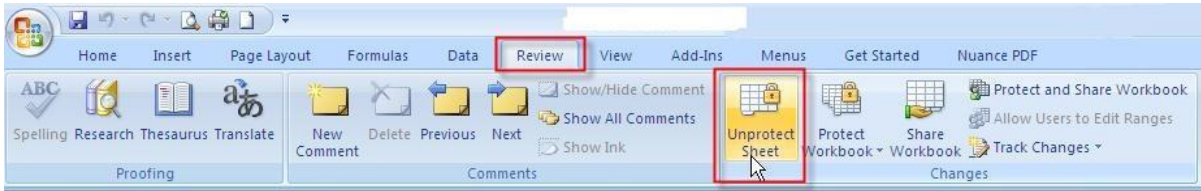
Embedding Objects Within the Special Excel File

The following instructions are based on Excel 2007 and 2010:

1. Unprotect the page by clicking on **Review > Unprotect**
2. Place mouse in the location where you would like to insert the file
3. Go to **Insert > Object**
4. Select the second tab **Create from File**
5. Browse to your selected file
6. Check off the **Display as icon** check box and select **OK**
7. The file will be displayed on the page and when double clicked, it will open up the embedded file

Embedding Objects Within the Special Excel File (cont'd)

Example:



	A	B	C	D	E	F	G	H
1					10.040			
2								
3	Insurer							
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Embedding files is only permitted within the following pages of the P&C returns:

- 10.17 – Board Committees
- 10.30 – Corporate Organization Chart
- 10.40 – Other Information
- 10.42 – Encumbered Assets
- 10.43 – Outsourcing and Service Agreements
- 20.52 – Statement of Cash Flows
- 20.60 – Notes to Financial Statements
- 40.12 – Short Term Investments
- 40.22 – Bonds and Debentures
- 40.32 – Mortgage Loans
- 40.42 – Preferred Shares
- 40.52 – Common Shares
- 40.70 – Investment Properties, Own Use Property and Equipment
- 40.80 – Other Loans, Other Invested Assets
- 50.20 – Receivable from/Payable to Non-Associated Agents and Brokers
- 50.32 – Intra-Group Transactions
- 50.40 – Receivable from/Payable to
- 70.10 – Net Expenses from Reinsurance Contracts Held
- 70.21 – Summary of Intragroup Reinsurance Contracts Issued and Held
- 70.50 – Reinsurance Contracts Held Summary - Registered
- 70.60 – Reinsurance Contracts Held Summary - Unregistered
- 70.90 – Reinsurance Interrogatories
- 90.15 – Out of Canada Operations
- 90.70 – Reinsurance Ceded – Out of Canada Business
- 95.10 – Net Expenses from Reinsurance Contracts Held (Quebec)
- 99.10 – Affidavit Verifying Annual Return (Canadian insurer)
- 99.11 – Chief Agent Affidavit (Foreign insurer)
- 99.15 – President/Chief Executive Officer Affidavit (Foreign insurer)
- 99.16 – Affidavit Verifying Quarterly Return
- 99.20 – Affidavit Verifying Provincial Return

All totals must be included within each schedule of the P&C Quarterly or Annual Return filings.

SECTION III

General

Definitions have been included in these instructions to assist insurers with the preparation of their filings.

This section is not a complete set of insurance and insurance accounting definitions or interpretations. It is related specifically to the preparation of the P&C Core Financial Statement Return, the Supervisory Quarterly and Supervisory Annual Returns and the Provincial Return.

Other definitions are contained in the federal *Insurance Companies Act* and the various provincial and territorial insurance acts.

Additional sources of definitions include:

- [IBC Glossary](#)
- [A.M. Best Glossary of Insurance Terms](#)
- [IRMI Risk and Insurance and Risk Management Terms](#)

However, definitions contained in this section take precedence, for the completion of the P&C return, over any definition of the same terms contained in non-legislative sources.

There may be jurisdictional differences in the interpretations of certain terms; please consult your primary regulator for technical interpretations.

Classes of Insurance Definitions

The classes of insurance are defined below for ease of reference; however, please refer to your primary regulator's legislation or regulations.

The classes of insurance are defined in the order they appear on the forms listed in the return.

Property - Personal means insurance against the loss of, or damage to, property, and includes insurance against loss caused by forgery. It includes such classifications as habitational property and multi-peril policies, including residential contents of buildings such as apartments, rooming houses, motels, manufacturing and mercantile buildings and the liability exposure of personal package policies issued with indivisible premiums. This line would include fire policies, householder contents and homeowner personal risks, residential burglary and theft and special residential glass coverage. Casualty coverage such as personal liability for bodily injury would not be included in this category.

Home Warranty refers to a contract of insurance issued by a warranty provider covering defects in the construction of a new home and consequential losses or costs incurred by the owner. It includes Deposit Protection and Home Completion Insurance in the province of Alberta:

Deposit Protection means insurance against the loss of a deposit paid to a residential builder or developer for the construction or reconstruction of a new home or for the purchase of land; and

Home Completion Insurance means insurance against the default of a residential builder to complete the construction or reconstruction of a new home.

Product Warranty means insurance not incidental to any other class of insurance against loss of, or damage to, personal property, other than a motor vehicle, under which an insurer undertakes to pay the costs of repairing or replacing the personal property.

Property - Commercial means insurance against the loss of, or damage to, property, and includes insurance against loss caused by forgery and all commercial property and multi-peril policies, but excludes all separate classes of insurance as defined by regulators (i.e. lines 10 through 70 of exhibits showing classes of insurance in the Annual Return).

Classes of Insurance Definitions (cont'd)

Aircraft means insurance against

- (i) liability arising from bodily injury to, or the death of, a person, or the loss of, or damage to, property, in each case caused by an aircraft or the use of an aircraft; or
- (ii) the loss of, the loss of use of, or damage to, an aircraft.

Automobile means insurance

- (i) against liability arising from bodily injury to, or the death of, a person, or the loss of, or damage to, property, in each case caused by an automobile or the use or operation of an automobile;
- (ii) against the loss of, the loss of use of, or damage to, an automobile; or
- (iii) that falls within clause (i) or (ii) of the definition of accident and sickness insurance, if the accident is caused by an automobile or the use or operation of an automobile, whether or not liability exists in respect of the accident, and the policy includes insurance against liability arising from bodily injury to, or the death of, a person caused by an automobile or the use or operation of an automobile.

Insurers are encouraged to report automobile classes of insurance on a basis consistent with those reported to the General Insurance Statistical Agency (GISA) for the statistical plans.

Insurers should report under three sub-classes of coverage on the standard automobile insurance policy form as follows:

	In all provinces excluding Quebec:	In Quebec:
Liability	Section A	Chapter A
Personal Accident	Section B	Endorsements #34, #34A
Other	Section C (include Section D for Ontario)	Chapter B and all other endorsements

Classes of Insurance Definitions (cont'd)

Private Passenger Auto excluding Farmers (PPAxF)

PPAxF is defined as a combination of type of business 0, 1, 4, 5, 8, 9 and type of business 1-19. Other personal-use vehicles are classified as non-private passenger. All commercial vehicles including public-use vehicles are to be classified as non-private passenger.

Boiler and Machinery means insurance

- (i) against liability arising from bodily injury to, or the death of, a person, or the loss of, or damage to, property, or against the loss of, or damage to, property, in each case caused by the explosion or rupture of, or accident to, pressure vessels of any kind or pipes, engines and machinery connected to or operated by those pressure vessels; or
- (ii) against liability arising from bodily injury to, or the death of, a person, or the loss of, or damage to, property, or against the loss of, or damage to, property, in each case caused by a breakdown of machinery.

Equipment Warranty means the sub-class of boiler and machinery insurance that covers loss of or damage to a motor vehicle or to equipment arising from its mechanical failure, but does not include automobile insurance or insurance incidental to automobile insurance.

Credit Insurance means insurance against loss to a person who has granted credit if the loss is the result of the insolvency or default of the person to whom the credit was granted.

Credit Protection means insurance under which an insurer undertakes to pay off credit balances or debts of an individual, in whole or in part, in the event of an impairment or potential impairment in the individual's income or ability to earn an income.

Fidelity means insurance against loss caused by the theft, the abuse of trust or the unfaithful performance of duties by a person in a position of trust; and insurance under which an insurer undertakes to guarantee the proper fulfilment of the duties of an office.

Hail means insurance against the loss of, or damage to, crops in the field caused by hail.

Classes of Insurance Definitions (cont'd)

Legal Expenses means insurance against the costs incurred by a person or persons for legal services specified in the policy, including any retainer and fees incurred for the services, and other costs incurred in respect of the provision of the services.

Liability means insurance, other than insurance that falls within another class of insurance,

- (i) against liability arising from bodily injury to a person or the disability or death of a person, including an employee;
- (ii) against liability arising from the loss of, or damage to, property; or
- (iii) if the policy includes the insurance described in sub-clause (i), against expenses arising from bodily injury to a person other than the insured or a member of the insured's family, whether or not liability exists.

Insurers are encouraged to report liability classes of insurance on a basis consistent with those reported to the General Insurance Statistical Agency (GISA) for the statistical plans.

Insurers should report under seven sub-classes of coverage the liability class of insurance as follows:

Comprehensive General Liability (with products) means general liability policy. These include, but are not limited to, the following coverages:

- a) Bodily injury and property damage liability;
- b) Personal injury liability;
- c) Products and completed operations liability;
- d) Employers' liability and voluntary compensation (injury not covered by workers' compensation);
- e) Contractual liability;
- f) Owners', landlords' and tenants' liability.

Comprehensive General Liability (without products) means a CGL policy with an endorsement excluding products and completed operations liability.

Classes of Insurance Definitions (cont'd)

Cyber Liability means coverage of risks associated around liability to third parties for losses arising out of the use of e-commerce or internet related activities. Examples of this coverage include:

- a) Privacy liability
- b) Identity theft response
- c) Network computer security
- d) Internet media liability
- e) Cyber extortion

Directors and Officers Liability means liability as a result of accepting a position within a corporation.

Excess Liability means coverage that operates to supplement limits of liability that are available at the primary level of a particular underlying policy.

For policies that provide pure excess coverage over other separate policies, regardless of the type of liability coverage provided.

Professional Liability means a policy which provides coverage for those “professionals” who have a liability exposure arising from a specialized service provided (e.g. giving advice, providing counselling or administering a service).

Includes errors and omissions and malpractice coverages. Excludes Directors and Officers coverage.

Umbrella Liability means liability coverage that provides both excess coverage for underlying liability policies and primary level insurance for the broader coverage it provides.

Pollution Liability means coverage for pollution or environmental liability that is written as a separate policy.

Other means any insurance written under the liability class of insurance license that does not fall within the above categories.

Mortgage means insurance against loss caused by default on the part of a borrower under a loan secured by a mortgage or charge on, or other security interest in, real property.

Other Approved Products means insurance against risks that do not fall within another class of insurance.

Classes of Insurance Definitions (cont'd)

Surety means insurance under which an insurer undertakes to guarantee the due performance of a contract or undertaking or the payment of a penalty or indemnity for any default.

Insurers should report separately for contract surety and all other surety.

Title means insurance against loss or damage caused by

- (i) the existence of a mortgage, charge, lien, encumbrance, servitude or any other restriction on real property;
- (ii) the existence of a mortgage, charge, lien, pledge, encumbrance or any other restriction on personal property;
- (iii) a defect in any document that evidences the creation of any restriction referred to in sub-clause (i) or (ii);
- (iv) a defect in the title to property; or
- (v) any other matter affecting the title to property or the right to the use and enjoyment of property.

Marine means insurance against

- (i) liability arising from
 - (A) bodily injury to, or the death of, a person; or
 - (B) the loss of, or damage to, property; or
 - (C) the loss of, or damage to, property, occurred during a voyage or marine adventure at sea or on an inland waterway, or during a delay or a transit other than by water that is incidental to a voyage or marine adventure at sea or on an inland waterway.

Classes of Insurance Definitions (cont'd)

Accident and Sickness means insurance

- (i) against loss resulting from bodily injury to, or the death of, a person caused by an accident;
- (ii) under which an insurer undertakes to pay a sum or sums of money in the event of bodily injury to, or the death of, a person caused by an accident;
- (iii) against loss resulting from the sickness or disability of a person not caused by an accident, but excludes loss resulting from the death of the person as a consequence of sickness;
- (iv) under which an insurer undertakes to pay a sum or sums of money in the event of the sickness or disability of a person not caused by an accident; or
- (v) under which an insurer undertakes to pay a sum of money in respect of the health care, including dental care and preventative care, of a person.

Other Definitions

AAR

Appointed Actuary's Report

Act

Insurance Companies Act (ICA - Federal) or *An Act* Respecting Insurance or similar legislation in other provincial or territorial jurisdictions.

Affiliate

A person or entity directly or indirectly controlling, being controlled by, or under common control with another person or entity.

Ancillary Operations

Any function that provides support or service to the insurance or investment operations can be considered an ancillary operation.

Other Definitions (cont'd)

Associate

An associate is an entity, including an unincorporated entity such as a partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture. “Significant influence” is defined in accordance with IFRS. For further detail on the definition of the term “associated”, please refer to OSFI’s [MCT Guideline](#).

Assume

To accept risk from a ceding company.

Canadian Branch

Canadian branch of a foreign insurer that is insuring in Canada the risks.

Cede

Transfer of risk to assuming reinsurers / insurers.

Contingent Commission

Any commission not exclusively attributable to premium volume is a contingent commission and would be considered non-deferrable.

Control

Control is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities, in accordance with the meaning of the term under IFRS.

Deposits of Reinsurers

Deposits provided by unregistered reinsurers may also be used to reduce the capital/margin otherwise required for unregistered reinsurance, provided that such deposits materially reduce the risk associated with the reinsurer’s credit quality.

Other Definitions (cont'd)

Experience Rating Refunds

A refund to the insured that is based on a clause or agreement in an insurance contract that allows the insured to share in the favourable underwriting results of the contract. Also known as a “retrospective rating refund.”

Financing Reinsurance

Where an agreement that is called a reinsurance agreement does not have as its primary purpose the transfer of insurance risk, such an agreement will be regarded as a financing or funding agreement rather than a reinsurance agreement and must be reported accordingly.

Government Grade

Refer to the [Minimum Capital Test \(MCT\) Guideline](#) for guidance on government grade obligations.

Incurred But Not Reported (IBNR)

The additional claim reserves established to cover claims, including related adjustment expenses, which have occurred but which have not been reported to the insurer before the date of valuation, and for additional reserves set up to allow for an anticipated development in case reserves.

Internal Target Capital Ratio

The level of capital, based on the company’s own risk and capital adequacy assessment process, necessary to cover the risks specified in the capital tests as well as all other risks of the insurer. Refer to OSFI’s [Guideline A-4](#) for further details.

Joint Venture

A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.

Other Definitions (cont'd)

Letters of Credit

For Canadian insurers, to a limited extent, regulators are prepared to recognize approved letters of credit as security maintained in Canada for purposes of reducing the capital otherwise required for unregistered reinsurance.

For Foreign insurers, to a limited extent, regulators are prepared to recognize approved letters of credit as security maintained in Canada for purposes of reducing the assets and margin otherwise required for unregistered reinsurance or a self-insured retention and the total value of assets otherwise required to be maintained in Canada.

Refer to “Section V - Jurisdictional Requirements” for more information on federal requirements and the provincial requirements of Quebec and Ontario. Please also refer to “Section IV - Detailed Instructions” for assistance in completing page 70.38/70.39 and to obtain additional guidance with respect to letters of credit.

Notional Principal Amount

The notional principal amount is:

- (i) the stated notional amount, except where the stated notional amount is leveraged or enhanced by the structure of the transaction. In these cases, insurers must use the actual or effective notional amount when determining potential future exposure;
- (ii) nil, where the credit exposure on single currency floating/floating interest rate swaps would be evaluated solely on the basis of their marked-to-market value; or
- (iii) for contracts with multiple exchanges of principal, the sum of the remaining payments.

Nuclear Risk

Nuclear risk is not a separate class of insurance. The physical damage portion of nuclear risk coverage must be reported as property insurance, and the third-party liability portion must be reported as liability insurance.

Policy Dividends

Amounts paid to participating policyholders as determined by the insurer, and as prescribed by the insurance contract.

Other Definitions (cont'd)

Premium

Direct Written

Pertaining to policies issued by insurers.

Gross

Direct Written + Assumed business.

Net

Direct Written + Assumed – Ceded business.

Rating Refunds

Refer to the definition of **Experience Rating Refunds**.

Reciprocal Insurance Exchanges

A group of subscribers exchanging reciprocal contracts of indemnity of inter-insurance with each other through a principal attorney as defined in some provincial jurisdictions.

Registered and Unregistered Insurer

The terms “registered” and “unregistered” are relevant in determining whether credit can be taken for reinsurance placed by federally regulated insurers and provincially incorporated insurers, respectively.

Please refer to the [MCT Guideline](#) for further clarification.

- Provincially Incorporated Insurers:

Registered insurers in a particular jurisdiction are insurers that are licensed in that jurisdiction. Certain regulators will also accept (re)insurers not licensed in their jurisdiction, but incorporated and licensed in another jurisdiction, as registered. Please verify with your primary regulator.

Unregistered insurers are insurers not licensed by one or more provincial regulators, and are not federally registered.

Other Definitions (cont'd)

Regulator

The federal, provincial or territorial government agency responsible for the control and regulation of the insurance industry under its jurisdiction. The primary regulator is the regulator in the jurisdiction under which the insurer (a) obtained its order to carry on business; or (b) was incorporated.

Reinsurance

The transfer of some or all of an insurance risk to another insurer. The company transferring the risk is called the “ceding company”; the company receiving the risk is called the “assuming company” or “reinsurer.”

Reinsure

To transfer significant insurance risk from one insurer to another insurer.

Retrospective Rating Credits

Refer to the definition of **Experience Rating Refunds**.

Salvage and Subrogation Recoverable

Salvage is the residual value that belongs to the insurer as a result of paying an insured's claim for the property covered by a policy issued by the insurer.

Subrogation is the assumption by an insurer of an insured's legal right to collect damages.

Significant Dependencies

Examples include 10% or more of total premiums from one source; fundamental operations or systems provided by others (claims, information technology, policy issuance, etc.).

Stop Loss

Cedant is reimbursed costs in excess of a specified amount (attachment point) up to a defined maximum.

Other Definitions (cont'd)

Structured Settlements

A structured settlement refers to a contractual arrangement whereby a third party makes periodic payments to a claimant of an insurer.

The periodic payments are normally funded through the purchase by the insurer of an annuity from a life insurance enterprise and are usually arranged so that the payments are tax free in the hands of the claimant.

The insurer may have to report a financial liability and a financial asset on its balance sheet, depending on the type of contractual arrangement, and must disclose the information required in its notes to the financial statements.

There are essentially two types of structured settlements.

Type 1

Type 1 structured settlements have the following characteristics:

- a) An annuity is purchased by an insurer who is named as the owner. There is an irrevocable direction from the insurer to the annuity underwriter to make all payments directly to the claimant.
- b) Since the annuity is non-commutable, non-assignable and non-transferable, the insurer is not entitled to any annuity payments, and there are no rights under the contractual arrangement that would provide any current or future benefit to the insurer.
- c) The insurer is released by the claimant to evidence settlement of the claim amount.
- d) The insurer remains liable to make payments to the claimant in the event and to the extent the annuity underwriter fails to make payments under the terms and conditions of the annuity and the irrevocable direction given.

Under this type of structured settlement arrangement, the insurer does not have to recognize a liability to the claimant, nor does it have to recognize the annuity as a financial asset. However, the insurer is exposed to credit risk by guaranteeing the obligation of the annuity underwriter to the claimant.

The insurer should disclose in its notes to the financial statements the terms and conditions, the credit risk and the fair value of this financial guarantee.

Any gain or loss should be recorded as an adjustment of incurred claims expense.

Other Definitions (cont'd)

Structured Settlements (cont'd)

The insurer also should not recognize a financial asset at the time of purchase where the terms of the annuity make it commutable in the event the liability to the claimant becomes fully settled or otherwise discharged. In these circumstances, the insurer could record a gain amounting to the residual value after the liability is fully settled.

In this case, the contingent gain should be assessed for disclosure in the notes with respect to its amount, nature and terms and conditions.

Type 2

Type 2 structured settlements differ from Type 1 in that:

- a) the annuity is commutable, assignable or transferable; that is to say, there is some form of reversionary interest or continuing right to a benefit for the insurer; and
- b) a legal release is not necessarily obtained from the claimant.

The commutation rights of the insurer have the potential for terminating the claimant's right to future payments in advance of the annuity being exhausted.

The extent of the rights held by the insurer sometimes indicates that the insurer has contracted with the annuity underwriter to provide only administrative services with respect to the periodic payments.

Under this type of arrangement, the insurance liability must be recognized on the insurer's balance sheet, and the annuity must be recognized as an asset.

The annuity asset should be carried initially at its cost to the insurer, and the liability should be measured in the same manner as other outstanding claim liabilities of similar type.

The insurer should disclose in its notes to the financial statements the terms and conditions, the credit risk and the fair value of the annuities recognized as assets on the balance sheet.

Refer to the section on federal guidelines and bulletins in "Section V - Jurisdictional Requirements."

Subordinated Indebtedness

Includes all indebtedness of the insurer that, in the event of the insolvency or winding-up of the insurer, are subordinate to all policy liabilities of the insurer and all other liabilities except those that rank equally with, or are subordinate to, such indebtedness.

Refer to the MCT Guideline for further information.

Other Definitions (cont'd)

Subsidiary

In accordance with IFRS, a subsidiary is an entity, including an unincorporated entity such as a partnership, that is controlled by another entity (known as the parent).

Substantial Investment

For federally registered insurers, section 10 of the *Insurance Companies Act* (ICA) defines a substantial investment as follows:

- “the voting rights attached to the aggregate of any voting shares [owned] exceed 10 per cent of the voting rights attached to all of the outstanding voting shares;”
or
- “the aggregate of any shares” which are owned “represents ownership of greater than 25 per cent of the shareholders’ equity.”

Subsection 495(4) of the ICA provides that a property and casualty insurance company wanting to acquire or increase a substantial investment in a financial institution must control the financial institution (that is, must have more than 50% of the votes to elect directors), except as permitted under subsection 495(5).

For provincially incorporated insurers, please consult with your primary regulator for any jurisdictional differences.

Unregistered Insurer (Company)

Refer to the definition under **Registered and Unregistered Insurers**.

Unregistered Reinsurer

Refer to the definition under **Registered and Unregistered Insurers**.

SECTION IV

Detailed instructions are provided to assist insurers in clarifying filing requirements; they are not provided for every page or field in the P&C Quarterly and Annual Return filings (P&C Core Financial Statement Return (PC1), P&C Supervisory Quarterly Return (PC2), P&C Supervisory Annual Supplement Return (PC3) and P&C Provincial Return (PCPROV)).

The instructions are applicable to all insurers regardless of their jurisdiction of incorporation, unless specified otherwise in this section or in “Section V - Jurisdictional Requirements.”

Reference page numbers in the left hand column of certain pages of the P&C Quarterly and Annual Returns indicate the supporting exhibit pertaining to the particular statement item. For these items, the insurer should also refer to the instructions in this section for the page number of the supporting exhibit.

All references to “pages” refer to pages of the P&C Quarterly and Annual Returns.

Insurers are required to include the reference numbers to applicable note disclosures in the Financial Statement (FS) Notes Reference, in the second column on the left-hand side of certain pages of the P&C Core Financial Statement Return.

Any reference to “section” refers to a part of these instructions. Statutory reference to a section of legislation will be presented as “sec.”

Please refer to Section II for instructions on how to embed objects within the special Excel file.

Prior periods in PC1, PC2, PC3 and PCPROV

Quarterly reports shall include interim financial statements for periods as follows:

- a) Statement of Financial Position as of the end of the current interim period and a comparative statement of financial position as of the end of the immediately preceding financial year.
- b) Statement of profit or loss and other comprehensive income for the current interim period and cumulatively for the current financial year to date, with comparative statement of profit or loss and other comprehensive income for the comparable interim periods (current and year-to-date) of the immediately preceding financial year.

Prior periods in PC1, PC2, PC3 and PCPROV (cont'd)

- c) Statement of changes in equity cumulatively for the current financial year to date, with a comparative of the statement for the comparable year-to-date period of the immediately preceding financial year.
- d) Statement of cash flows cumulative for the current financial year to date, with a comparative statement for the comparable year-to-date period of the immediately preceding financial year.
- e) Liability Roll Forward Statements as of the end of the current interim period and a comparative statement of financial position as of the end of the immediately preceding financial year.

Page 10.10 - Annual Supplement

- Contact/Contact in Canada

The contact is the person primarily responsible for the preparation of the P&C Quarterly and Annual Returns who can answer questions from regulators.

- Head Office and Chief Agency

In addition to the address of the Head Office and Chief Agency in Canada, the mailing address, telephone number and fax number of the Chief Agency in Canada are required.

- Officers

The full name of the officer and the postal address of his/her residence (not business) must be sufficiently complete to serve as a mailing address.

A complete list of all officers is not required.

- External Auditor – Partner

The name of the partner in charge of the audit is requested in addition to the name of the accounting firm.

Page 10.15 – Directors

Canadian insurers incorporated in a provincial jurisdiction must file this page on a quarterly basis. Canadian Federally regulated insurers are only required to file this page with their 4th quarter filing.

The full name of each director and the postal address of his/her residence (not business) must be sufficiently complete to serve as a mailing address.

Include the names of directors who are also officers. After Chairperson of the Board, Chairperson of the Audit Committee and Chairperson of the Conduct Review Committee, directors should be listed alphabetically.

If there is no Audit Committee or Conduct Review Committee, enter “Not applicable” on the Name line under the Committee.

Page 10.17 –Corporate Information – Board Committees

This page is required for all provincially incorporated insurers.

The committee name and listing of all of the committee members should be provided for each board committee mandated by law. Additional lines can be added into the form if required.

Page 10.20 - Shareholders

– Line 40 – Change in Ownership

“Substantial” means any share transfer involving 10% or more of the voting rights or any transfer of shares that result in a change of control of the insurer.

Page 10.20 - Lines 61 to 89 - Shareholders

When a registered shareholder who holds 10% or more of the shares of the insurer is controlled by another individual or corporation, the name of the individual or corporation that controls the shareholder must be shown in brackets after the name of the direct shareholder.

Similarly, where a substantial shareholder is identified by a nominee name or trust account number, the name of the actual controlling shareholder must be shown in brackets.

For stock insurers, the name of each director must appear in the list of shareholders. Any exceptions (directors without shares) must be explained in a footnote to the list of shareholders.

Some insurers may prefer to submit the requested information by means of a separate, confidential letter. In this case, they should contact their regulator.

Shareholders must be grouped by class of shares owned within each common or preferred share category. With the exception of directors, shareholders owning less than 5% of the shares in one class can be grouped together.

Column 04 “% of Voting Rights” must show the percentage of the total votes that each shareholder holds. This information is required to indicate the actual percentage when the number of shares does not equal the number of votes.

Page 10.30 – Corporate Organization Chart

The corporate organization chart should show the interrelationships between the insurer, its immediate and ultimate parent, and all other associated corporations (upstream and downstream) that are:

- publicly traded companies within the group;
- banks and trust companies within the group;
- other insurance companies within the group;
- insurance companies in which the insurer has a controlling interest (such as joint ventures);
- subsidiaries of the insurer; or
- insurance management companies within the group.

Page 10.40 – Other Information

This page should be filled out on a non-consolidated basis.

– Line 10 – Amendments

This question refers to articles of association and instruments of incorporation.

Page 10.41 – Other Information

This page should be filled out on a consolidated basis as part of the quarterly filing.

– Lines 03-70 – Class of Insurance

For additional information on the classes of insurance, refer to “Section III - Definitions.”

– Lines 03-70 – Maximum Policy Limit and Net Retention

The maximum policy limit is the maximum amount of insurance coverage (actual policy limit, not probable or foreseeable maximum loss) that the insurer provided during the reporting period on any one risk in the particular class of insurance. This refers to all risks insured in Canada, including those that are written by the insurer in connection with global business and/or fronted.

Net retention (direct insurers) is the maximum amount of **net** insurance coverage that the insurer retained in the reporting period on any one risk or exposure in the particular class of insurance, after the application of all reinsurance applicable to the risk.

Net retention (reinsurers) The maximum amount of coverage that the reinsurer accepted in the reporting period on any one risk or exposure in the particular class of insurance, either on a given assumed treaty or on a group of treaties covering the same risk or exposure for the same ceding insurer, less all retrocession applicable to the risk.

Page 10.41 – Lines 03, 04, 05, 07, 10, 13, 17, 32, 33, 38, 68 – Total Insured Value (column 05)

This column should include the total insured values (TIVs) for all risks in force at the statement date. The amounts reported should be in thousands of dollars (\$000s).

For the property class of insurance, it is a measure of total insured physical property losses, i.e. buildings and contents.

For the automobile class of insurance, it is a measure of the total insured value of all vehicles with comprehensive coverage, including any endorsement applicable, where appropriate.

For subscription policies, the reported TIV should be the pro-rated share of the total insured value of the property being insured. If participating on an excess layer, the value reported should be excess of the attachment point.

For marine business, TIV should reflect the estimated value of the cargo (and should be consistent with the value used in pricing the product). The amount should be reported per trip, per ship.

Page 10.42 – Encumbered Assets

For the purposes of these returns, an asset should be treated as encumbered if a security interest has been granted. A security interest may be created in many ways, including if an asset has been pledged or if it is subject to any form of arrangement to secure, collateralise or credit-enhance any on-balance sheet or off-balance sheet transaction that it cannot be freely withdrawn. Assets pledged that are subject to any restrictions on withdrawal, such as assets that require prior approval before withdrawal or replacement by other assets should be considered encumbered.

Examples of encumbered assets include: providing deposits against reinsurance obligations, mortgaging real estate or derivatives.

Assets used in securities lending activities should be recorded on lines 40 and 45 of this page.

Please refer to “Section V - Jurisdictional Requirements” before creating and reporting a security interest.

- Column 01 – Counterparty Legal Name

Identify the counterparty to an encumbered asset.

Page 10.42 - Column 02 – Counterparty Domicile

The name of the jurisdiction in which the counterparty is incorporated, legally registered or the contract identifies as the jurisdiction of governing law.

- Column 03 – Pledged/Lodged as Collateral

Record the type of collateral being provided by the insurer, e.g. cash, government securities, subordinated debt, listed equity instruments.

- Column 04 – Asset Type

Record the type of asset that the collateral is securing (e.g. reinsurance contract, derivative, mortgage.)

- Column 07 – Brief Description of the Encumbrance

Narrative describing the purpose of the security interest being created and any other information relevant for the assessment of the asset encumbrance.

– Line 20 – Significant Dependencies

If the answer to the question on line 20 is “yes,” please indicate on line 21 provided, the name(s) of the organization(s) and the nature of each dependency. Significant dependencies are not restricted to related-party transactions.

Page 10.43 – Outsourcing and Service Agreements

This page should be filled out on a consolidated basis.

Numerical values for Row 09 should be included for Columns 05 and 06. Additional details on outsourcing agreements may be included in the embedded special Excel file.

Page 10.43 - Column 01 – Service Outsourced

Services to be reported include those provided under contract to a party outside of the reporting entity authorized under the relevant insurance legislation in Canada, as described below. For greater clarity, this includes outsourcing contracts/agreements and for branch insurers, management service agreements with home office.

List all outsourced services that are critical to the business of providing insurance, including services outsourced to an affiliated party or head office, and services provided by non-affiliate vendors. Critical services may include, but are not limited to: underwriting, claims management and valuation, investment counselling, administration and accounting services. Data and IT services are considered critical to the business of providing insurance if the insurer uses electronic platforms for claims or underwriting.

List all financially material non-critical outsourced services. Where applicable, these services may be grouped together by functional category (e.g. maintenance, landscaping, cleaning, etc). The financial materiality of the total cost should be assessed and reported if deemed material.

All services provided from affiliated parties should be disclosed.

- Column 02 – Provider Name

The full legal name of the service provider should be reported. Where services are grouped by function, the function should be clearly described. Column 07 can be used to clarify or elaborate on the function description if necessary.

- Column 03 – Provider Head Office Address

The city, subnational jurisdiction (e.g. state or province) and national jurisdiction of the head office of the service provider should be reported.

- Column 04 – Location Where Services Provided

The address(es) of the location where the services are provided should be reported.

- Columns 05 and 06 – Annual Fee/Cost of Services

The annual fee/cost of services reported should be the total annual contractual obligation, regardless of the start/end date of the contract.

Page 10.60 – Summary of Selected Financial Data for Five Years

Canadian insurers are requested to provide data on a consolidated basis for appropriate years where consolidated results and comparatives have been filed. For prior years when non-consolidated results were filed, insurers can report non-consolidated data but should identify it as such within the year column.

Note: In the year of IFRS 17 adoption OSFI expects current and prior year comparative data to be reported and the rest of the prior year data can be left blank. In the subsequent years going forward prior years data beyond the IFRS 17 comparative data available can be left blank and reported in the year when it becomes available until the five years of comparative data are generated.

Foreign insurers are requested to provide all data on a non-consolidated basis.

- Line 01 – Assets/Assets Vested in Trust

Foreign branches should report assets vested in trust on this line.

- Line 04 – Adjusted Equity

This line applies to Canadian insurers only.

“Adjusted equity” is defined as:

Total Equity (page 20.11, line 699)	Minus	Non-controlling interests (page 20.11, line 620)	Minus	Capital required for catastrophe reserves as calculated in the Capital return	Minus	Capital required for reinsurance held with unregistered insurers as calculated in the Capital return
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Page 10.60 – Line 46 – Investment Yield

Investment yield is to be calculated according to the following formula:

$$\text{Yield} = \frac{2(I + \text{PI})}{(V_b + V_e - I - \text{PI})} \times 100$$

where

I = investment return (page 20.22, line 300)

PI = share of net income (loss) of equity accounted investees (page 20.22, line 415)

V = cash and cash equivalents, accrued investment income, and investments (page 20.10, lines 01, 11, 14, columns 01 and 03) at the beginning and end of the year

– Line 48 – Return on Equity

This line applies to Canadian insurers only.

Return on equity is to be calculated according to the formula:

$$\text{Return} = \frac{2\text{NI}}{(E_b + E_e)} \times 100$$

where

NI = net income (loss) for the year (page 20.22, line 999, column 01)

E = total equity at the beginning and end of the year (page 20.11, line 699, columns 01 and 03).

- Lines 50 to 68 – Equity and Other Ratios

These lines apply to Canadian insurers only.

Page 10.60 – Line 66 – Agents and Brokers Balances and Amounts Due from Subsidiaries and Associates as a Percentage of Adjusted Equity

Agents and brokers balances and amounts due from subsidiaries and associates	Equals	Receivables-unaffiliated agents and brokers	Plus	Receivables-subsidiaries, associates and joint ventures	Divided by	Adjusted equity (page 10.60, line 04)
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– Line 68 – Claims Development as a Percentage of Adjusted Equity

Claims development as a percentage of adjusted equity	Equals	Amount: excess or (deficiency) (page 60.35, line 599, column 10)	Divided by	Adjusted equity (page 10.60, line 04)
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- Lines 19 to 27 and 73 to 80 - Total Home Office Results

These lines apply to foreign insurers only.

These amounts should be reported, non-consolidated, in the currency of the insurer's home jurisdiction. Please include a description of the currency and the basis of accounting used for Home Office reporting. If Home Office has adopted IFRS 17, please ensure lines 73-78 are included when completing this exhibit. If Home Office has not adopted IFRS 17, please ensure lines 23-26 are included when completing this exhibit.

– Line 90 – Discount Rate

The insurer should provide an average discount rate expressed as a percentage for all lines of business. The ratio should be limited to one decimal point and is the same average discount rate calculated and used in the Appointed Actuary's Report.

– Line 91 – Duration of Bonds

The insurer should determine the duration of the bond portfolio reported on page 40.08, lines 10 and 199 and expressed in years. The ratio should be limited to one decimal point and should be the same average duration as used in the minimum capital test calculations for interest rate risk.

Pages 20.10 to 20.60 – “Consolidated” Financial Statements

For Canadian insurers, the financial statements should be reported on a consolidated basis.

For foreign insurers, the financial statements should be reported on a non-consolidated basis.

The P&C Core Financial Statement Return should be completed in accordance with IFRS.

Page 20.10 – Assets

Opening Prior Period restated: To be completed by insurers that make a retrospective restatement or reclassification of items in accordance with International Accounting Standard (IAS) 1, paragraph 10(f).

IFRS requires many items be presented separately within the financial statements or shown within the notes to the financial statements. If the P&C return does not accommodate the separate line reporting of certain items, insurers are expected to disclose such information within the notes to the financial statements.

- Columns 02, 04 and 06 – Vested in Trust

These columns apply to foreign insurers only and should exclude deposits of reinsurers held in special trust accounts.

- Line 01 – Cash and Cash Equivalents

Insurers must not offset credit balances in one depository institution against debit balances in another depository institution. Netting is allowed only between branches of the same depository institution.

- Line 50 – Assets Held for Sale

Report all assets that are in disposal groups under IFRS 5. This does not include investments in the portfolio designated available for sale.

- Line 14 - Investments

See instructions for page 40.08.

Page 20.10 - Line 15 – Equity Accounted Investees

See instructions for page 40.84.

- Line 17 – Investment Properties

Include right-of-use assets that are considered investment properties.

- Line 41 – Property and Equipment

Include right-of-use assets that are considered Property and Equipment.

- Line 58 – Defined Benefit Pension Plan

Report defined benefit pension plan net surpluses on this line.

- Line 60 – Segregated Funds Net Assets

This line applies to Life insurers only.

- Line 88 – Other Assets

Include prepaid expenses, receivables, deferred charges and deferred acquisition costs not related to insurance contract liabilities.

Page 20.11 – Liabilities and Equity

Opening prior year restated: To be completed by insurers that make a retrospective restatement or reclassification of items in accordance with IAS 1, paragraph 10(f).

- Line 030 – Provisions, Accruals and Other Liabilities

Include lease liabilities and payables not related to insurance contracts.

- Line 040 – Liabilities Held for Sale

Report all liabilities that are in disposal groups under IFRS 5. This does not include liabilities designated available for sale.

Page 20.11 - Line 080 – Trust and Banking Deposits

Include deposits relating to the P&C insurer's banking and trust subsidiary operations.

Quebec P&C insurers: Include deposits relating to the P&C insurer's banking and trust operations.

- Line 110 – Defined Benefit Pension Plan

Report defined benefit pension plan net deficits on this line.

- Line 130 – Subordinated Debt

This line applies to Canadian insurers only.

Refer to “Section III - Definitions” for further guidance.

- Line 140 – Preferred Shares – Debt

This line applies to Canadian insurers only.

- Line 150 – Insurance Contract Liabilities - Excluding Segregated Funds

This line applies to all Insurance contracts liabilities excluding segregated fund contracts.

- Line 155 – Insurance Contract Liabilities - Segregated Fund Guarantees

This line applies to Life insurers only.

**- Line 160 – Insurance Contract Liabilities - Segregated Funds Net
Liabilities**

This line applies to Life insurers only.

**- Line 170 – Reinsurance Contract Held Liabilities - Excluding Segregated
Funds**

This line applies to all reinsurance contracts held liabilities excluding segregated fund contracts.

Page 20.11 - Line 175 – Reinsurance Contract Held Liabilities - Segregated Fund Guarantees

This line applies to Life insurers only.

- Line 180 – Reinsurance Contract Held Liabilities - Segregated Fund Net Liabilities

This line applies to Life insurers only.

- Line 190 – Investment Contract Liabilities - Excluding Segregated Funds Net Liabilities

Line applies to Investment Contract Liabilities excluding those for account of segregated fund holders.

- Line 195 – Investment Contract Liabilities - Segregated Funds Net Liabilities

This line applies to Life insurers only.

Policyholders' Liabilities:

- Line 310 – Residual Interest (Non-Stock)

This line mainly applies to mutual entities and fraternal.

Record insurance contracts under which the most residual interest of the entity is due to a policyholder and not a shareholder.

- Line 320 – Participating Account

This line applies to Life insurers only.

- Line 330 – Non-Participating Account (Non-Stock)

This line applies to Life insurers only.

- Lines 410-699 - Equity

These lines apply to Canadian insurers only.

Page 20.11 - Line 410 – Residual Interest (Non-Stock)

Line mainly applies to mutual entities and fraternal.

Line to record insurance contracts under which the most residual interest of the entity is not due to a policyholder.

- Lines 420 - 450

These lines apply to Life insurers only.

- Line 550 – Retained Earnings

For use by stock companies only.

- Line 810 – Head Office Account

For use by foreign insurers only. Report end of year balance as reconciled on page 20.45.

- Lines 810-899 – Head Office Account, Reserves & AOCI

These lines apply to foreign insurers only.

Page 20.12 - Liability Roll Forward (Analysis by measurement component (Insurance contracts not measured under the PAA – excluding Segregated Funds))

This schedule is to be completed in accordance with IFRS 17 disclosure requirements for the Insurance Contracts Liability roll forward.

The schedule applies to Insurance Contracts not measured under the Premium Allocation Approach (PAA).

- Columns 18 and 48 – Other

These columns will be used to record insurance contracts that will be transitioned to IFRS on a full retrospective basis and all other insurance contracts on a go-forward basis.

Page 20.14 - Liability Roll Forward (Analysis by remaining coverage and incurred claims (all insurance contracts – excluding Segregated Funds))

This schedule is to be completed in accordance with IFRS 17 disclosure requirements for the Insurance Contract Liability roll forward.

The schedule applies to all Insurance Contracts.

- Row 130 – Other

This line will be used to record insurance contracts that will be transitioned to IFRS on a full retrospective basis and all other insurance contracts on a go-forward basis.

Page 20.16 - Liability Roll Forward (Reinsurance contracts held analysis by measurement component (Contracts not measured under the PAA – excluding Segregated Funds))

This schedule is to be completed in accordance with IFRS 17 disclosure requirements for the Reinsurance Contract Held Liability roll forward.

The schedule applies to Reinsurance contracts held not measured under the Premium Allocation Approach (PAA).

Page 20.18 - Liability Roll Forward (Reinsurance contracts held analysis by remaining coverage and incurred claims (all contracts – excluding Segregated Funds))

This schedule is to be completed in accordance with IFRS 17 disclosure requirements for the Reinsurance Contract Held Liability roll forward.

The schedule applies to all reinsurance contracts.

Page 20.22 – Statement of Profit or Loss

- Line 010 – Revenue from PAA Contracts

Revenue from insurance contracts measured using the Premium Allocation Approach (PAA).

Page 20.22 - Line 020 – Revenue from GMM Contracts (excluding VFA contracts)

Revenue from insurance contracts measured using the General Measurement Method (GMM) excluding insurance contracts that meet the eligibility criteria for Variable Fee Approach (VFA).

- Line 030 – Revenue from VFA Contracts

Revenue from insurance contracts that meet the eligibility criteria for Variable Fee Approach (VFA).

- Line 099 – Total Insurance Revenue

Sum of lines 010, 020, and 030.

- Line 110 – Insurance service expenses

An entity shall present in profit or loss insurance service expenses arising from a group of insurance contracts issued.

- Line 120 – Net expenses from reinsurance contracts held

This line represents amounts recovered from the reinsurer and an allocation of the premiums paid.

- Line 199 - Insurance Service Result

Line 199 is equal to the sum of line 099 and line 120, less line 110.

- Line 220 – Interest revenue on financial assets not measured at FVTPL

This line is to record interest earned on cash and short-term investment, bonds, mortgage loans, derivative activities and any other interest-bearing investments.

- Line 230 - Net investment income excluding segregated funds

This line is to record investment income (includes realised gains, fair value gains, dividends, rental income, etc.) less related expenses excluding net investment income from segregated funds. Net investment income from segregated funds guarantees (related to the general account) should also be reported on this line.

Page 20.22 - Line 240 – Net investment income – segregated funds

This line applies to Life insurers only.

- Line 250 – Provision for Credit Losses

Line to record impairment losses in accordance with IFRS.

This line is equal to the sum of Total Provisions Current Period End (line 199, column 59) and Current Period Additional Writedowns (line 199, column 69) on page 40.88.

- Line 300 – Investment Return

Sum of lines 220, 230, 240, and 250.

**- Line 310 – Net finance income (expenses) from insurance contracts
excluding segregated funds**

Line to record change in carrying amount of group of insurance contracts arising from the effect of the time value of money, changes in time value of money, effect of financial risk and changes in financial risk.

- Line 320 – Net finance income (expenses) from reinsurance contracts held

Line to record change in carrying amount of group of reinsurance contracts held arising from the effect of the time value of money, changes in time value of money, effect of financial risk and changes in financial risk.

- Line 330 – Movement in investment contract liabilities

Line to record the movement in investment contract liabilities which consists of claims incurred in the year less the corresponding elimination of the policyholder liability originally recognized in the balance sheet and the investment return credited to policyholders.

- Line 399 – Net Investment Result

Sum of lines 300, 310, 315, 320 and 330.

- Line 410 – Other Income

See instructions for page 80.35.

Page 20.22 - Line 415 – Share of Net Income (Loss) of Equity Accounted Investees

Insurers must report its pro rata share of the net income (loss) using the equity method of accounting for subsidiaries and associates and, where applicable, joint ventures. Insurers should also report share of Net Income (Loss) from investment pooled arrangements between affiliated companies accounted using the Equity Method.

- Line 420 – General and Operating Expenses

See instructions for page 80.25.

- Line 520 – Discontinued Operations (net of Income Taxes of \$____)

There are three datapoints to be completed on this line: Current period (column 01), prior period (column 03), and an inside datapoint (column 04). The inside datapoint is labelled “net of Income Taxes on Discontinued Operations”, and is located at the bottom of the form.

- Lines 610 – 650

These lines apply to Canadian insurers only.

- Line 610 – Participating Policyholders/Certificateholders

This line applies to Life insurers only.

- Line 620 – Other Fund Account

This line applies to Life insurers only.

- Line 630 – Residual Interest Policyholders

For a Mutual Entity or a Fraternal organization, this line reflects the allocation of net income (line 999) arising from residual interest that is attributable to policyholders.

Page 20.32 - Consolidated Statement of Profit or Loss (Budget) (for BC incorporated insurers only)

Only Canadian insurers that are incorporated in the province of British Columbia are required to fill in this schedule.

Report year to date budget to the end of the quarter in the same format as described on page 20.22.

See general instructions under page 20.22.

Page 20.38 - Consolidated Statement of Profit of Loss (Annual Budget for Next Fiscal Year) (for BC incorporated insurers only)

Only Canadian insurers that are incorporated in the province of British Columbia are required to fill in this schedule.

Report annual budget numbers for next fiscal year in the same format as described on page 20.22.

See general instructions under page 20.22.

Page 20.41 – Statement of Residual Interest

This page applies to Canadian insurers only.

Page 20.41 - Statement of Residual Interest – Policyholders' Equity

This table should be used by mutual entities and fraternal which have a feature that states that the most residual interest does not belong to a policyholder.

- Lines 030-040 - Adjustments

The portions of:

- i) prior period adjustments; and
- ii) accounting policy changes which have been applied retroactively and which have been allocated to opening retained earnings are to be reported on this line. Such changes would normally be fully explained in the Notes to the Financial Statements.

Page 20.41 - Line 050 – Share of Net Income (Loss)

The sum of this line and line 150 from “Statement of Residual Interest – Liabilities” is equal to line 630 on page 20.22.

Page 20.41 - Statement of Residual Interest – Liabilities

This table should be used by mutual entities and fraternal which have a feature that states that the most residual interest belongs to a policyholder and not a shareholder.

- Lines 130-140 - Adjustments

The portions of:

- i) prior period adjustments; and
- ii) accounting policy changes which have been applied retroactively and which have been allocated to opening retained earnings are to be reported on this line. Such changes would normally be fully explained in the Notes to the Financial Statements.

- Line 150 – Share of Net Income (Loss)

The sum of this line and line 050 from “Statement of Residual Interest – Policyholders’ Equity” is equal to line 630 on page 20.22.

Page 20.42 – Comprehensive Income (Loss) and Accumulated Other Comprehensive Income (Loss)

General Instructions

All amounts should be reported on an after-tax basis.

- Lines 60, 62 and 84

These lines apply to Canadian insurers only.

- Lines 80 and 82

These lines apply to Life insurers only.

Page 20.45 - Head Office Account

This table applies to foreign insurers only.

Any transitional adjustments / balances from the adoption of a new accounting standard should be reported on line 04 in the year of transition.

- Line 20 – Advances (Returns)

This line represents the equivalent of a capital transfer from (to) the head office.

- Line 21 – Expenses

This line represents the settlement of any expense agreement with the head office.

- Line 22 – Insurance Related Cash Flows

This line represents the settlement of any insurance related cash flow transactions with the head office.

- Line 23 – Other

This represents any other transfers not included above.

Page 20.45 - Reserves

- Line 96 – Nuclear Reserve

Refer to MCT Guideline on the calculation of Nuclear Reserve.

- Line 98 – General Contingency Reserves

This line applies to Canadian insurers only.

Page 20.54 - Statement of Changes in Equity

This page applies to Canadian insurers only.

Report changes in equity items per Equity section of Consolidated Financial Statements on page 20.11 and AOCI on page 20.42.

Page 20.54 - Lines 60 and 62

These line items will be used to summarize the impact of transitioning to IFRS 17 and 9.

Page 20.60 – Notes to the Financial Statements

In addition to the notes normally required under the applicable accounting standards, these notes should include the following items, where relevant:

- the existence of financing reinsurance arrangements and their financial impact; and
- the percentage of the insurer's participation in a pool, and disclosure of its share of the amount of direct premiums written, reinsurance assumed and reinsurance ceded in the pool.

Page 40.08 – Summary of Investments

For foreign insurers, investments are vested in trust. All amounts must be denominated in Canadian dollars using the appropriate exchange rate in effect at the reporting date.

For each investment category listed in the summary the balance sheet value of the investments should be reported in the columns based on their classification under the applicable accounting standards.

- Line 010 – Short-Term Investments

Investments other than Cash Equivalents having an original term to maturity of one year or less; includes term deposit, GICs, commercial paper, treasury bills, etc.

- Line 199 - Bonds and Debentures

Fixed-term investments having a fixed maturity date or dates for the repayment of principal (includes convertible bonds, stripped bonds, asset backed securities and GICs with original terms to maturity of more than one year).

Government Securities are securities issued or guaranteed by OECD Central Governments and Canadian Provinces and Territories. If bonds issued by crown corporations are guaranteed by OECD governments, they should be reported under "Government".

Page 40.08 - Line 199 - Bonds and Debentures (cont'd)

Corporate Public bonds and debentures are securities that are registered and traded to the public. They usually have CUSIP numbers.

Corporate Private bonds and debentures are securities which are not registered and traded to the public. They are normally offered to a single or select group of investors.

Investment grade corporate public bonds and debentures are defined as securities that are rated as BBB or higher by a recognized rating agency.

Investment grade for corporate private bonds and debentures is defined as securities that would be rated as BBB or higher according to the criteria used by recognized rating agencies.

- Line 210 – Mortgage Loans

Amounts reported should be after the deduction of collective and individual provisions, if any, which were established to reflect non-collectability of loan balances. Includes sale agreements, power of sales, mortgage pools, and mortgages in process of foreclosure, where title has not yet passed to the insurer.

- Line 259 – Preferred Shares

Include convertible preferred shares.

- Line 279 – Common Shares

Include options, warrants and rights in respect of common shares.

- Line 310 and 320 – Other Loans and Invested Assets

Include leases, seed money provided for Segregated Funds operations and other recognized financial assets not reported on line items above.

- Column 05 – Fair Value Through Profit or Loss (FVTPL)

Report the balance sheet value of investments included in the category at fair value through profit or loss classified as held for trading.

- Column 10 – Available for Sale (FV) (the heading is FVOCI)

Report items that are classified as Available for Sale, but are measured at amortized cost in this column.

Page 40.08 - Column 15 – Hedges

Report the balance sheet value of derivative instruments that are part of designated cash flow or fair value (FV) hedging relationships. For a fair value hedge, also report the balance sheet value of the hedged item. For a cash flow hedge, the balance sheet value of the hedged item should be reported in column 20.

- Column 25 – FV Option/Investment Properties Fair Value

Report the balance sheet value of investments designated as at fair value through profit or loss and investment property valued using the fair value method.

- Column 30 – Amortized Cost

Report the balance sheet value of financial instrument investments measured using amortized cost including investments classified as held to maturity, loans and receivables and cash flow hedges.

Include investment properties valued using the cost method.

- Columns 40, 45 and 50 - Expected Credit Loss (ECL) – Stage I, II and III

Report the expected credit losses amount for each stages 1, 2 and 3 as described in IFRS 9, *Financial Instruments*.

- Column 70 – Balance Sheet Value of Assets Used to Back Index Linked Product

Report balance sheet value of investments that are in the general fund and where the investment risks are passed through to policyholder/certificateholder as the investments are used to back index-linked products.

Pages 40.12 to 40.52 – Consolidated Investments

These pages apply to Canadian insurers only.

Insurers must:

- populate all subtotals and totals for each of these pages; and
- provide investment details to support subtotals either by inserting additional lines or embedding a file. Please refer to Section II for instructions on how to embed objects within the special Excel file.

For each investment category, the statement of financial position value of the total investments should be reported in the columns based on their classification.

Refer to the [MCT Guideline](#) for a description of the ratings.

The “Where/By whom kept” in column 01 is the name of the trustee or the servicer.

The due dates for interest are the next payment date from the date of the statement.

Page 40.12 – Investments: Short-Term Investments (excluding bonds and debentures)

Include items such as but not limited to Treasury bills, commercial paper, short-term unsecured promissory notes issued by financial institutions and industrial corporations, interest-bearing deposits with a deposit-taking institution, bank deposit certificates, trust company guaranteed investment certificates.

Short-Term Investments reported on line 99, columns 10 through 29 on page 40.12	Equals	Short-Term Investments reported on line 010, columns 05 through 35 on page 40.08
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The detailed holdings for non-government, short-term investments are listed within the applicable rating categories.

Short term investments that mature in one year or less are included on this page.

Page 40.22 – Investments: Bonds and Debentures

This represents holdings of Canadian government or government guaranteed bonds shown in total only on lines 09, 19 and 29.

Bonds and Debentures reported on line 99, columns 10 through 29 on page 40.22	Equals	Bonds and Debentures reported on line 199, columns 05 through 35 on page 40.08
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The detailed holdings of foreign government bonds are to be listed on line 35. The country of the foreign bond should be clearly displayed within the description in column 02.

The detailed holdings for non-government bonds and debentures are listed within rating grades. Bonds and debentures that mature or can be repurchased by the issuing company in one year or less must be included in line 39 or 69. All others (including perpetual bonds) that mature in more than one year and less than five years must be included in line 49 or 79, and those that mature in more than five years in line 59 or 89.

The date of issue in column 06 should be the original issue date of the bond. It is not the date of acquisition.

Investments are split by maturity term into three categories: less than one year, greater than one year and less than or equal to five years, and greater than five years. As an investment nears its maturity date, it moves through the three categories.

Page 40.32 – Investments: Mortgage Loans

The amounts in columns 07 and 09 reflect the original amounts, not the latest values at renewal. The amount in column 08 reflects the current market value of the property.

Page 40.70 – Investment Properties

– Line 49 – Total Investment Properties

The split between investment properties and own-use properties as shown on this page reflects the balance sheet treatment under the applicable accounting standards.

Insurers should indicate in the description of the property which of the real estate items have been allocated between the two categories.

Properties should be listed in accordance with the province or country of location, with subtotals where applicable. The list should follow the alphabetical order of provinces and territories first, followed by countries other than Canada, where applicable.

Amounts shown in columns 04, 05 and 06 are gross (i.e. including encumbrances, which are shown separately on page 20.11, line 060).

- Column 07 – Balance Sheet Value - Vested in Trust

This column applies to foreign insurers only.

Page 40.74 – Investment Return

The total investment return on line 499 should correspond to the Statement of Profit or Loss (page 20.22, line 300).

Page 40.80 – Other Loans and Other Invested Assets

Other loans and invested assets include, where permitted, broker loans, investments in non-financial investments including, but not limited to, precious metals, coins and art as well as positive marked-to-market derivative instruments and other recognized financial investments not included in other investment categories, such as letters of credit. Total Other Loans on line 159 should tie to page 40.08, line 310. Total Other Invested Assets on line 259 should tie to page 40.08, line 320.

When reporting broker loans, a detailed listing is required, either directly on the form or embedded within the special Excel file.

Page 40.80 – Other Loans and Other Invested Assets (cont'd)

For all recognized financial instruments listed in other investments, additional information should be attached to the insurer's Annual Return on each type and class of instrument held during the year and outstanding at year end, including the following:

- notional amount and remaining term to maturity;
- underlying assets;
- whether it is an over-the-counter or exchange traded instrument;
- whether the instrument is held for
 - (i) trading purposes;
 - (ii) hedging purposes; or
 - (iii) other purposes; and
- the maximum credit risk exposure for each type of instrument.

The notional principal amount is:

- the stated notional amount, except where the stated notional amount is leveraged or enhanced by the structure of the transaction. In these cases, insurers must use the actual or effective notional amount when determining potential future exposure;
- nil, where the credit exposure on single currency floating/floating interest rate swaps would be evaluated solely on the basis of their marked-to-market value; or
- for contracts with multiple exchanges of principal, the sum of the remaining payments.

- Column 05 – Balance Sheet Value – Vested in Trust

This column applies to foreign insurers only.

Page 40.84 – Summary of Equity Accounted Investees

- Line 010 – Interests in Associates & Joint Ventures

Investments in mutual funds, segregated funds and any similar investments should not be reported here.

- Line 020 – Investments in Pooled Funds

Report investment pooled arrangements between affiliated companies accounted for using the Equity Method.

Page 40.88 – Summary of Provisions

Report short-term investments, preferred and common shares under line 050 “Other Loans and Invested Assets.”

Foreign insurers should report all amounts vested in trust.

- Columns 05 to 25

Amounts for columns 05 to 25 are to only be reported on the 4th quarter filing.

- Column 05 – Provisions Prior Period End

Report Prior Period End Provisions (collective & individual) under IFRS 9.

- Column 10 – Movement Current Period – Increase

Report increase of provisions (collective & individual) under IFRS 9 during current period.

- Column 15 – Movement Current Period – Decrease

Report decrease of provisions (collective & individual) under IFRS 9 during current period.

- Columns 30, 35 and 40 – Provisions Current Period End (Including ECL – Stage I, II and III)

Report the expected credit losses amount for each of the stages I, II and III as described in IFRS 9, *Financial Instruments*.

Page 40.92 – Provisions, Accruals, and Other Liabilities

- Line 090 – Other

Include provision for employee benefits or any other items not included on lines 010 to 080.

Page 50.20 – Receivable from/Payable to Non-Associated Agents and Brokers

To be completed for insurance contracts issued only.

Information respecting agents and brokers whose accounts represent 10% or more of the total year-end amounts receivable/payable from/to agents and brokers (line 49), or whose annual premium volume is 10% or more of insurance revenue, must be listed separately. Amounts representing less than 10% may be aggregated and reported under “All Others”.

The number of non-associated agents and brokers reported must be the total of all agents and brokers (other than associates) that have written at least one policy during the fiscal year.

Page 50.32 – Intra-Group Transactions

Sections I to IV apply to Canadian insurers only.

The following instructions are applicable for Sections I through IV of this page.

Where there is greater than 10% ownership in joint ventures, all amounts must be reported in detail. Associated brokers as defined in the [MCT Guideline](#) should also be reported here.

For all interests in joint ventures (with greater than 10% ownership) consolidated within the MCT, non-qualifying subsidiaries and all associates, provide the information in the relevant sections.

- Column 01 – Name of Entity

Include the name of the entity.

- Column 04 – Description of Shares

Include a description of the:

- share (preferred/common, conversion/redemption rights);
- loan or advance (secured/subordinated, conversion/redemption rights, maturity);
and
- receivable (insurance/reinsurance/trade).

Page 50.32 - Columns 06 to 14 – Interests/Loans Considered as Capital

Identify the initial cost of the shares at acquisition (column 12) and the current market value (column 14).

Section III:

Interests in common and preferred shares or loans/advances to joint ventures (with greater than 10% ownership), non-qualifying subsidiaries and all associates must be identified separately. The equity method will be used for valuing these interests in column 16. Column 18 reflects the difference between column 12 and column 16.

For loans and other debt instruments that are considered as capital, complete columns 14, 16 and 18 only.

- Column 08 – % Owned

Enter the percent of the total shares of the type being reported that the interest represents.

- Column 20 – Loans not Considered as Capital – Statement of Financial Position Value

For loans that are not considered as capital.

Page 50.32 - Section V - Columns 40 to 79 – Intra-group reinsurance transactions

Columns 40 to 79, lines 42-44 should correspond to the respective columns in page 70.50 / 70.60 for line “Total Associated and Non-qualifying subsidiary”.

Page 50.32 - Section VI - Column 35 – Intra-group outsourcing

Report YTD Fee/Cost for intra-group outsourced services incurred/provided at the end of the reporting period.

Page 50.32 - Section VII - Columns 40 and 42 – Other Intra-group transactions resulting in asset encumbrance

Enter the total of line 19 from column 05 on page 10.42 from the P&C Supervisory Annual Supplement Return. If there is a change of greater than 10 per cent during the period, this change should be reflected in the total of the quarterly filing.

In addition, any securities lending to related parties included in the amounts on page 10.42, lines 40 and 45 should be included in Section VII.

Page 50.40 - Receivable from/Payable to

Refer to the definition of the term "associate" in "Section III – Definitions."

For Canadian insurers, amounts receivable from/payable to non-qualifying subsidiaries, all associates and joint ventures (regardless of ownership level) arising out of insurance, reinsurance and any other activities must be shown for each company, reporting the total on lines 29 and 39 respectively.

For Foreign insurers, amounts receivable from/payable to associates arising out of insurance, reinsurance and any other activities must be shown for each company, reporting the total on lines 29 and 39 respectively.

**Page 60.25 – Insurance Service Result and
Page 60.35 – Claims and adjustment expenses paid, current year, Liabilities for incurred claims, current year and prior year claims development**

All companies are requested to follow the "Type of Use" guidance provided in chapter 5 of the "Automobile Statistical Data Reporting Requirements" – [Automobile Statistical Plan Manual](#) including underwriting information tracking.

Private passenger auto includes only the code classification specified in the General Insurance Statistical Agency (GISA) manual for private passenger auto excluding farmers.

Private passenger auto does not include the Facility Association Residual Market (FARM) business. This business is to be reported separately on lines 170, 180 and 190.

Classes of Insurance

For additional information on the classes of insurance, refer to "Section III - Definitions."

Page 60.25 - Insurance Service Result

This page is designed to collect information on Insurance service result by line of business where the following components comprising Insurance service result must equal as follows:

- Column 19, line 599 Insurance Revenue should equal the amount reported on page 20.22, column 01, line 099
- Column 29, line 599 Insurance Service Expenses should equal the amount reported on page 20.22, column 01, line 110
- Column 39, line 599 Net Expenses from Reinsurance Contracts Held should equal the amount reported on page 20.22, column 01, line 120
- Column 45, line 599 Insurance Service Result should equal to the amount reported on page 20.22, column 01, line 199

- Column 02 – Number of Policies in Force

Each class (or sub-class) requires the number of policies, where coverage is provided, at year-end. Number of policies in force refers to direct policies issued by the insurer.

In some circumstances, the revenue for one policy is allocated to sub-classes (i.e. automobile policies), or is allocated to different lines of business (i.e. commercial policies). In those instances, the policy-in-force count should include each sub-class or additional line of business where coverage is provided. The policy-in-force count will not be additive to the total line (line 599).

Example: Company with two policies in force—one automobile policy and one commercial lines policy.

		Line	No. policies in force
<i>One automobile policy</i>			
Automobile	- liability	219	1
	- pers. accident	229	1
	- other	239	1
Automobile	- total	259	1
<i>One commercial policy</i>			
Property	- commercial	050	1
Boiler and machinery		270	1
Liability		429	1
TOTAL		599	2

Page 60.25 – Column 04 – Number of Direct Claims

Number of direct claims reported during the current fiscal year	Equals	Number of direct claims incurred and reported during the current fiscal year	Plus	Number of direct claims incurred in previous years and reported during the current fiscal year
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Page 60.35 – Claims and adjustment expenses paid, current year, Liabilities for incurred claims, current year and prior year claims development

- Line 599, Column 19

Liabilities for incurred claims – Current year, reported on line 599 column 19 should equal the sum of the amounts reported on page 20.14, line 799, columns 10, 12 and 16, less the sum of amounts reported on page 20.18, line 599, columns 10, 12 and 16.

- Line 599, Column 29

Excess or (Deficiency)	Equals	Undiscounted Liabilities for incurred claims – Prior year end	minus	Net amount paid during the year for claims and adjustment expenses of prior years	minus	Undiscounted Liabilities for Incurred Claims for Prior Years
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– Line 699 – Out of Canada Liabilities

This line applies to Canadian insurers only.

This line must include the out-of-Canada portion of unpaid claims and adjustment expenses, which are included in line 599.

Page 60.45 – Net Ultimate Claims and Adjustment Expenses - Claims Development

Report actual claims compared with previous estimates of the undiscounted amount of the claims. Claims development disclosure should start with the period when the earliest material claim(s) arose but not required to start more than 10 years before the end of the reporting period. The impact of discounting and risk adjustment for non-financial risk is reported separately on line 210 and 220.

In the year of IFRS 17 adoption OSFI expects current and prior year comparative data to be reported and the rest of the prior year data can be left blank. In the subsequent years going forward prior years data beyond the IFRS 17 comparative data available can be left blank and reported in the year when it becomes available until the ten years of comparative data are generated.

Amounts reported in this schedule should include Portfolio Acquisition/Disposition on insurance contracts (i.e. these amounts are not reported separately).

- Column 20 - Cumulative Net Claims & Adjustment Expenses Paid

Cumulative Net Claims & Adjustment Expenses Paid are paid claims and paid adjustment expenses on a net basis.

- Line 299, Column 30 Net Liabilities for Incurred Claims

Net Liabilities for Incurred Claims reported should equal the sum of the amounts reported on page 20.14, line 799, columns 10, 12 and 16, less the sum of amounts reported on page 20.18, line 599, columns 10, 12 and 16.

- Line 310, Column 30 Unpaid Loss and Adjustment Expenses (ULAE)

The discounted unpaid ULAE, including a provision for risk adjustment is reported on line 310.

- Line 320, Column 30 Facility and Plan

The discounted unpaid claims of all automobile pools, including a provision for risk adjustment (e.g. Facility Association, Ontario Risk Sharing Pool and Plan de Répartition des Risques) are reported on line 320.

Page 60.45 – Line 330, Column 30 Other provisions

The discounted unpaid claims for all other provisions, including a provision for risk adjustment (e.g. non-material lines of business, nonautomobile industry pools and inter-company reinsurance) are reported on line 330.

Page 60.60 – Remaining CSM from Insurance Contracts Estimated At The End Of The Year

For insurance contracts other than those to which the premium allocation approach has been applied.

Page 60.70 – Effect of GMM Contracts Initially Recognized in the Year

For insurance contracts other than those to which the premium allocation approach has been applied.

Page 60.80 – Onerous Contracts

Losses and reversal of losses on onerous contracts (column 05) as reported on page 20.14 line 230 in column 19 and Loss-recovery and Reversal of Loss-Recovery (column 10) as reported on page 20.18 line 140 column 19 should be allocated, on a best efforts basis by class of business.

Pages 60.90 and 60.95 – Discount Rates

The rate for year “Current >7yr” is a weighted discount rate of the future discount rates for year +8 and beyond.

Cells are to be left blank (i.e. do not enter zero or any value) in the following instances: for classes of insurance that are not written by the insurer; where liabilities have not been discounted; or if the duration of the liabilities is less than the projection years shown in the exhibit.

For each class of insurance, the insurer should provide the current yield curve/discount rate or the equivalent weighted current rate used to present value its fulfilment cash flows. The rates should be expressed as a percentage, limited to one decimal point. The discount rates should be identical to rates used in the Appointed Actuary’s Report. If an equivalent weighted current rate is used by the insurer, then the same rate would be entered for each projection year.

Insurers are also permitted to use blended rates for each duration and relevant line of business.

Pages 67.40 to 67.70 – Provincial and Territorial Exhibits

Distribution of insurance revenue, net expenses from reinsurance contracts held and insurance service expenses by province and out of Canada is based on location of risks.

Classes of Insurance

For additional information on the classes of insurance, refer to “Section III - Definitions.”

Pages 67.40 to 67.70 – Provincial and Territorial Exhibits (cont'd)

Insurers Licensed in the Province of Quebec

– Lines 020-039, 170-199, 280 and 450 – (column 05)

Insurers licensed in the province of Quebec must not include any amount on these lines.

According to the *Regulation under the Act respecting insurance* (chapter A-32, r. 1), “property insurance” and “boiler and machinery insurance” are defined as follows:

17. Insurance in the “property insurance” class is insurance whereby the insurer undertakes to indemnify the insured against loss of or damage to property, to the extent that the insurance does not cover property that is more specifically covered by another class of insurance.
18. Insurance in the “boiler and machinery insurance” class is insurance providing one or more of the following protections:
 - (1) Insurance whereby the insurer undertakes to indemnify the insured against material loss or damage sustained by the insured by reason of the explosion or rupture of a boiler or any other pressure vessel, including any mechanism, component or accessory incidental to its operation, or material loss or damage resulting from an accident in the course of its operation.

However, sub-categories disclosed on these lines do not exist in Quebec. Insurers are required to include these protections in the class of insurance that represent the nature of the insurance contract.

Page 67.40 - Provincial and Territorial Exhibits of Insurance Revenue

– Line 001 – Licensed (Y/N)

Insurers must answer “Yes” or “No” in each of columns 01-14, based on whether or not the insurer was licensed in the applicable jurisdiction as at the end of the year of the Annual Return.

Page 70.10 – Net Expenses from Reinsurance Contracts Held

Report Allocation of reinsurance premiums and Amounts recoverable from reinsurers for incurred claims by type of reinsurance arrangement and by classes of insurance where insurers should report all significant lines of business written and at a minimum disclose if applicable:

Personal property
Commercial property
Aircraft
Automobile liability
Automobile Personal Accident
Automobile Other
Boiler and Machinery
Liability
Surety
Marine
Accident and Sickness

Insurers should report only the total for Effect of changes in non-performance risk of reinsurers on line 89 column 14.

Page 70.21 - Summary of Intragroup Reinsurance Contracts Issued and Held

This page is designed to collect information related to business that is pooled among related entities who are a party to a pooling business. Institutions are to include registered and unregistered related insurers with whom they have reinsurance pooling or participation arrangements.

**Pages 70.50 and 70.60 – Reinsurance Contracts Held Summary –
(Registered/Unregistered Reinsurance)**

Registered and Unregistered reinsurers: Refer to Section III – Definitions.

Identify amounts only at the reinsurer counterparty level, not at a contract level; therefore for each reinsurer, total the amounts of all contracts held with that reinsurer and group them into one total for each row.

Pages 70.50 and 70.60 - Column 1 – Name of Assuming Insurer

The complete legal name of the reinsurer to which the insurer has a counterparty exposure. The counterparty name should be reported exactly as per the signed contract.

For business ceded to Facility Association Risk Sharing Pool (RSP) insurers should report the name of the assuming insurance company as "Facility RSP".

- Column 02, 04, 06 and 08 – Rating agency identifier code

The unique rating agency identifier used by AM Best, S&P or other rating agencies.

Enter for all rating agencies that rate the assuming insurer.

If unrated enter "1" in column 08.

- Column 10 – Reinsurer domicile

The domicile where the reinsurer counterparty is legally incorporated.

Use the 2 letter International Standard country codes defined in [ISO 3166](#) (International Organization for Standardization).

- Column 12 - Reinsurer Group Domiciliary Jurisdiction

The domicile where the ultimate incorporated insurance group owning the reinsurer counterparty is legally incorporated. If the counterparty does not belong to a group, leave this column blank.

Use the 2 letter International Standard country codes defined in [ISO 3166](#) (International Organization for Standardization).

- Column 14 – Business covered

Underlying class of insurance risk reinsured. E.g. Property, Auto, Surety etc.

For reinsurers completing this column, Out of Canada business should be classified as Out of Canada.

Pages 70.50 and 70.60 - Column 16 – Type of contract

Type of reinsurance contract using the following two letter codes:

- FA – Facultative
- XS – Excess of loss
- QS – Quota share
- SU – Surplus
- SL – Stop loss

- Columns 50, 52, 54, 59, 62, 72, 74 and 79

Net expenses from reinsurance contracts held reported on pages 70.50 and 70.60 in column 59 should correspond to the amount reported on page 20.22, line 120, column 01.

Total Liabilities for remaining coverage and for incurred claims reported on pages 70.50 and 70.60 in column 79 should correspond to the amount reported in the Liability Roll Forward (page 20.18) line 599, column 19.

Column 24 - Reinsurance Receivable

Include all receivables, net of allowance for doubtful accounts, on paid losses and paid loss adjustment expenses.

- Column 26 - Reinsurance Payable

Include funds, other than those for collateral purposes held in the insurer's bank account.

Page 70.60 – Reinsurance Contracts Held Summary: Unregistered Reinsurance

- Columns 32 to 39 – Reinsurance Collateral

Only non-owned deposits that are held in a RSA are to be included in column 32. Other acceptable non-owned deposits held outside an RSA are to be reported in column 34.

Deposits of reinsurers that are not owned by an insurer shown in columns 32, 34 and 38 are not to be reported on the balance sheet.

Non-owned deposits held on behalf of an unregistered assuming insurer must be valued at market value as at the end of the reporting period, including the amount of investment income due and accrued respecting these deposits.

Page 70.60 - Columns 32 to 39 – Reinsurance Collateral (cont'd)

For federally regulated insurers:

Non-owned deposits can be reported in column 32 only where a valid and enforceable security interest has been obtained through the establishment of a reinsurance security agreement (RSA) in respect of the unregistered reinsurance.

Refer to OSFI's [Guidance for Reinsurance Security Agreement](#) and the [MCT Guideline](#) for non-owned-deposits held as security from unregistered assuming insurers further details.

For provincially incorporated insurers where the reinsurance security agreement (RSA) regime does not apply:

Complete only in cases where a special trust account under the control of the primary regulator has been established with a Canadian trust company in respect of the unregistered reinsurance under a trust agreement prescribed by the regulator.

- Column 36 – Reinsurance Collateral – Funds Held

Reinsurance premiums withheld by the ceding company as specified in the reinsurance contract (for example, funds held equal to the unearned premiums and loss reserves), or advances from the reinsurer to the ceding company for the payment of losses.

- Column 38 – Reinsurance Collateral – Letters of Credit

For additional information on LOCs, refer to "[Section V](#) - Jurisdictional Requirements."

P&C insurers should refer to General Guidelines for Use of Letters of Credit available on OSFI's [website](#).

Page 70.90 – Reinsurance Interrogatories

– Line 01 – Changes in Reinsurance Arrangements

“Significant changes” would include items such as:

- a change in the type of reinsurance (for example, from proportional to excess of loss);
- a change in the make-up of reinsurers (for example, from registered to unregistered);
- a change in the level of protection provided by reinsurance (for example, a change in surplus lines, a change in catastrophe cover, reinsurance not placed or layers not covered);
- a change in reinstatement provisions; and
- any other change that could affect the insurer’s overall financial condition.

– Line 02 – Portfolio Transfer or Commutation of Treaty

Insurers are required to provide details as of the date of the transaction. The details should be embedded into the special Excel file. The detail provided should include the type of portfolio transfer as well as the actual transfer date.

– Lines 03, 04 and 05

Questions 03, 04 and 05 provide an outline of the insurer’s catastrophe reinsurance program. Insurers should provide details based on the program that is in place at the filing date.

– Line 03 – Upper Limit of Catastrophe Program

Upper limit or total limit of the catastrophe program reflects the amount above which there is no reinsurance protection, e.g. catastrophe coverage of \$350 million excess of \$20 million would have an upper limit of \$370 million.

– Line 04 – Attachment Point for Catastrophe Coverage

The attachment point is the amount that is retained before catastrophe coverage applies to the first loss.

– Line 05 – Amount of Retention within the Catastrophe Coverage Layers

The retention within the catastrophe coverage refers to any portion of the program that is not 100% placed above the attachment point.

Page 70.90 – Line 06 – Gross Estimated Catastrophe Exposure

The gross estimated catastrophe exposure, net of any non-catastrophe coverage, is considered to be the higher of a single catastrophic event within the 95th- to 99th-percentile range or the reserving probable maximum loss (PML) for earthquake as described in the *Earthquake Exposure Data Form* in accordance with OSFI's [Guideline B9 - Earthquake Exposure Sound Practices](#) and AMF's [Earthquake Exposure risk management guideline](#)

– Line 07 – Net Retained Loss

The net retained loss considers the attachment point for the catastrophe program and any retention within the identified gross estimated catastrophe exposure as defined in line 06.

– Line 08 – Catastrophe Coverage(s) Reinstatement Cost

This question identifies the full cost of a catastrophe to the insurer. Insurers should provide details based on the program and policies in place at the time of filing.

Based on the gross estimated catastrophe exposure defined in line 06, insurers should indicate their reinstatement cost for a full year under their catastrophe reinsurance programs.

The reinstatement cost would be based on the catastrophe coverage(s) that would be impacted within the identified catastrophe exposure.

– Line 09 – Catastrophe Program Specific to Canadian Operations

A catastrophe program that is specific to the Canadian operations would provide coverage only for the Canadian insurer(s). The yes/no response should be based on the program in place at the time of filing.

Page 70.90 - Summary of non-traditional methods of risk mitigation issued or purchased by insurer or parent for in Canada risk

All amounts should be reported in \$'000 Canadian Dollars.

- Columns 03 and 05 – Insurer

This would consider all non-traditional reinsurance (ILS) contracts specific to the Canadian company or branch for in Canada risk.

Page 70.90 - Columns 07 and 09 - Parent/Home Office

This would consider all non-traditional reinsurance (ILS) contracts specific to the parent or home office covering in Canada risk.

Page 80.15 – Commissions

Report total Commissions incurred by classes of insurance on line 099, as part of insurance acquisition cash flows as well as all other commissions incurred included in pg. 80.25 “Insurance service and other operating expenses”.

Page 80.25 – Insurance Service and Other Operating Expenses

This exhibit should be completed on an incurred basis for all expenses, reporting by type of expense from line 010 to 340 with the total amount presented by insurance service expenses and other operating expenses on lines 420 and 440 respectively.

Insurance service expense reported on page 80.25 line 420 should equal the amount reported on page 20.22 line 110 and Other operating expenses reported on page 80.25 line 440 should equal the amount reported on page 20.22 line 420.

- Line 010 – Claims and Benefits

Includes:

- Incurred claims and other insurance service expenses as reported on page 20.14 column 19 line 210 and Adjustments to liabilities for incurred claims as reported on page 20.14 column 19 line 240.

- Line 050 – Agency (Excluding Commission)

Includes:

- payments for agents’ licences and signs;
- expense of training agents;
- cost of promotional material, souvenirs, etc., in agent’s name only;
- expense of seminars, conventions and meetings for agents;
- allowances, reimbursements and payments for expenses to agents, brokers and producers other than company personnel and not computed as a percentage of premiums.

Page 80.25 – Line 060 – Management Fees

Includes:

- services provided by outside related or non-related management corporations or agencies.

- Line 090 – Commissions

Report commissions as part of insurance acquisitions cash flows as well as commissions that do not fall under insurance acquisition cash flows within the boundary of an insurance contract, for example commissions applicable to the asset management business or any other non insurance related commissions.

- Line 095 – Contingent Commissions

Report contingent commission as defined in Section III – Definitions.

- Line 100 – Losses on Onerous Contracts

Includes:

- Losses and reversal of losses on onerous contracts as reported on page 20.14, column 19, line 230.

- Line 150 – Occupancy Expenses (including rent, leasing and maintenance)

Includes:

- furniture and equipment;
- insurance, occupancy;
- postage/courier;
- printing and stationery;
- telephone and other communication costs.

- Line 180 – Home Office Overhead

Includes:

- overhead charges levied by the head office of the parent corporation.

Page 80.25 – Line 190 – Allowance

Includes:

- allowance for doubtful accounts.

- Line 200 – Experienced Rate Refund

Refer to the definition of the term "Experienced Rate Refund" in Section III – Definitions.

- Line 212 – Interest on Debt

This line includes interest paid on debt.

- Line 214 – Other Interest Expense

This line includes other interest-related expenses.

- Line 216 – Other Finance Costs

This line includes other finance costs that does not include interest expense.

- Line 220 – Other General Expenses

Includes:

- any expenses not included above.

Page 80.35 - Other Income

- Line 010 – Service Charges

Report only service charges to policyholders. Insurers that do not identify service charges separately or are not permitted to do so should continue to include these service charges as part of Insurance revenue through cash flows premiums received for insurance contracts providing that those service charges are identified as non-distinct services to the insurance contract.

Page 80.35 - Line 020 – Income (Loss) from Ancillary Operations

This line applies to Canadian insurers only.

There are three datapoints to be completed on this line: current (column 01), prior (column 03) and expenses on income(loss) from ancillary operations (column 04).

- Line 060 – Gains (Losses) from Fluctuations in Foreign Exchange Rates

Gains or losses should be shown on line 060 unless gains or losses are included with the actual revenue or expense items to which they relate, for example, the payment of certain claims.

- Line 100 to 130 – Other Income

Includes any expenses not included above.

Pages 85.40 and 85.45– Insurers Licensed in Quebec (Based on Location of Risk)

These pages apply to foreign insurers licensed in the province of Quebec only.

Pages 85.40 and 85.45 have been produced by the *Autorité des marchés financiers* (“AMF”) further to amendments to Part XIII of the *Insurance Companies Act*, S.C. 1991, c. 47 (“ICA”), which came into force on January 1, 2010.

As a result of the amendments to the Canadian regulatory framework, foreign insurers must now report only risks insured in Canada in their P&C return. Under Part XIII of the ICA, reporting of regulatory data on a foreign entity’s operations must now be based on the location of the entity’s insurance business rather than the location of risks insured.

The AMF’s supervision of your activities in Québec is based on the definition of “insurer” under section 1(a) of *An Act respecting insurance*, CQLR, c. A-321 (the “Act”). This definition has not been modified. Therefore, the amendments to the ICA do not affect the obligation of foreign entities to comply with provincial requirements.

1 The Act is available on the AMF website at the following address:
<http://www.lautorite.qc.ca/en/laws-insurance-deposit-institution-pro.html>

**Pages 85.40 and 85.45– Insurers Licensed in Quebec (Based on Location of Risk)
(cont'd)**

Section 269 of the Act stipulates that every insurer must maintain adequate assets to guarantee the performance of its obligations in Québec. These pages are intended to ensure compliance with that requirement. They must therefore be completed by all foreign insurers licensed in Québec based on location of risk, and should thus include financial data on all risks located in Quebec, whether insured within or outside Canada. All risks located outside Quebec should therefore be excluded.

Amounts reported on these pages should be based on the legacy Canadian IFRS 4 accounting standard.

Page 85.40 - Provincial and Territorial Exhibit of Premiums Written

- Column 05 - Quebec

Include risks located in Quebec that have been insured in Canada.

- Column 18 - Out of Canada

Include risks located in Quebec that have been insured outside Canada.

- Line 99 – Dividends - Direct

Dividends must be reported on a direct incurred basis.

Page 85.45 – Premiums Written (policies with a term of more than 12 months)

Complete page 85.45 if insurer has written, during the current year or in a prior year, policies for a term of more than 12 months. The data reported on page 85.45 must include:

- for policies for a term not exceeding 12 months: total premiums for policies written during the current year;
- for policies for a term of more than 12 months: only the portion of premiums applicable to the twelve months during the current year;

- Column 05 - Quebec

Include risks located in Quebec that have been insured in Canada.

Page 85.45 - Column 18 - Out of Canada

Include risks located in Quebec that have been insured outside Canada.

Page 90.15 - Out of Canada Operations

This page applies to Canadian insurers only.

Pages 92.10 to 95.20 – Non-consolidated Financial Statements and Schedules

These pages (except page 93.30) apply to Canadian insurers only.

Insurers are required to fill out these schedules on a non-consolidated basis in accordance with applicable accounting standards and return instructions, with the exception of life insurance subsidiaries, which should be accounted for using the equity method.

The table below references the applicable instructions for the following return pages:

Schedule	Reference instructions
Page 92.10	Page 20.10
Page 92.11	Page 20.11
Page 92.22	Page 20.22
Page 92.12	Page 20.12
Page 92.14	Page 20.14
Page 92.16	Page 20.16
Page 92.18	Page 20.18
Page 92.40	Page 20.45
Page 92.42	Page 20.42
Page 93.14	Page 60.25

Pages 92.10 to 95.20 – Non-consolidated Financial Statements and Schedules (cont'd)

Page 93.35	Page 60.35
Page 93.65	Page 60.45
Page 94.10	Page 67.40
Page 94.20	Page 67.50
Page 94.30	Page 67.60
Page 94.40	Page 67.70
Page 95.10	Page 70.10

Page 93.30 – Provincial and Territorial Exhibit of Premiums Written

Distribution of premiums written by province and out of Canada is based on location of risks. This page continue to be required by the provinces in order to calculate premium taxes. Amounts reported on this page should be based on the legacy Canadian IFRS 4 accounting standard.

This page applies to Canadian and Foreign insurers.

Classes of Insurance

For additional information on the classes of insurance, refer to “Section III - Definitions.”

Facility, Facility Association (FA), FA Risk Sharing Pool (FARSP) and Plan de répartition des risques (P.R.R.)

The Facility, the FA, the FARSP and the P.R.R. of the Groupement des assureurs automobiles are distinct organizations with similar functions.

Premiums transferred to the insurer, according to the allocation made by the Facility or the P.R.R., are to be entered on Line 87 – Reinsurance Assumed.

Facility, Facility Association (FA), FA Risk Sharing Pool (FARSP) and Plan de répartition des risques (P.R.R.) (cont'd)

Premiums relating to automobile insurance policies transferred to the Facility or to the P.R.R. are to be entered on Line 88 – Reinsurance Ceded.

FA's Residual Market transactions are to be entered on Line 22 to 25.

Insurers Licensed in the Province of Quebec

– Lines 04, 05 and 33 – (column 05)

Insurers licensed in the province of Quebec must not include any amount on lines 04, 05 and 33.

According to the *Regulation under the Act respecting insurance* (chapter A-32, r. 1), “property insurance” and “boiler and machinery insurance” are defined as follows:

17. Insurance in the “property insurance” class is insurance whereby the insurer undertakes to indemnify the insured against loss of or damage to property, to the extent that the insurance does not cover property that is more specifically covered by another class of insurance.
18. Insurance in the “boiler and machinery insurance” class is insurance providing one or more of the following protections:
 - (1) Insurance whereby the insurer undertakes to indemnify the insured against material loss or damage sustained by the insured by reason of the explosion or rupture of a boiler or any other pressure vessel, including any mechanism, component or accessory incidental to its operation, or material loss or damage resulting from an accident in the course of its operation.

However, sub-categories disclosed on lines 04, 05 and 33 do not exist in Quebec. Insurers are required to include these protections in the class of insurance that represent the nature of the insurance contract.

– Line 99 – Dividends - Direct

Dividends must be reported on a direct-incurred basis.

Page 99.10 – Canadian Affidavit Verifying Annual Supplement Return

Insurers should refer to “Section V - Jurisdictional Requirements.”

Each filed copy of page 99.10 must bear the original signature of everyone who is required to sign and kept within company records. Please refer to Section II for instructions on how to embed objects within the special Excel file.

Pages 99.11 and 99.15 – Foreign Affidavits Verifying Annual Supplement Return

The affidavit on page 99.11 is to be signed by the insurer's Canadian Chief Agent.

The affidavit on page 99.15 is to be signed by the President/Chief Executive Officer of the company and filed with the P&C return; if it is not possible for the affidavit to be filed with the P&C return, it must be filed within 30 days of the date that the P&C return is due.

Each filed copy of pages 99.11 and 99.15 must bear the original signature of everyone who is required to sign and kept within company records. Please refer to Section II for instructions on how to embed objects within the special Excel file.

Where an affidavit makes reference to the company’s insurance business in Canada, the word “business” refers to an activity carried on in Canada and is not limited to risks located in Canada. For a discussion of which risks are considered insured in Canada, and therefore form part of the company’s insurance business in Canada, please consult Advisory 2007-01-R1, [Insurance in Canada of Risks](#), available on OSFI’s website.

Page 99.16 - Certification

Each filed copy of the certification must bear the original signature of everyone who is required to sign and kept within company records.

SECTION V

Insurers must accommodate for the differences in legislation from jurisdiction to jurisdiction in Canada.

Each jurisdiction's requirements can now be found in this section, including filing requirements/dates and mailing addresses.

Also included are the statutory references that may be used as authoritative sources for the completion of each jurisdiction's filing.

SAMPLE

Regulators

Alberta

Superintendent of Insurance
Alberta Government
402 Terrace Building
9515-107 Street
Edmonton, AB T5K 2C3

Telephone: (780) 643-2237
Fax: (780) 420-0752

<https://www.alberta.ca/insurance.aspx>

British Columbia

Superintendent
Financial Institutions Commission
2800-555 West Hastings
Vancouver, BC V6B 4N6

Telephone: (604) 660-3555
Fax: (604) 660-3365

www.fic.gov.bc.ca

Manitoba

Deputy Superintendent of Financial
Institutions - Insurance
Financial Institutions Regulation Branch
207 – 400 St. Mary Avenue
Winnipeg, MB R3C 4K5

Telephone: (204) 945-2542
Fax: (204) 948-2268

www.mbfinancialinstitutions.ca

New Brunswick

Superintendent of Insurance
Financial and Consumer Services Commission
225 King Street, Suite 200
Fredericton, NB E3B 1E1

Telephone: (866) 933-2222
Fax: (506) 453-7435

www.fcnb.ca

Newfoundland and Labrador

Superintendent of Insurance
Service NL
West Block Confederation Bldg., 2nd Floor
Prince Philip Drive, P.O. Box 8700
St. John's, NL A1B 4J6

Telephone: (709) 729-4189
Fax: (709) 729-3205

www.servicnl.gov.nl.ca

Regulators (cont'd)

Northwest Territories

Superintendent of Insurance
 Treasury Division
 Department of Finance
 Government of the Northwest Territories
 P.O. Box 1320
 4922 - 48 Street, 3rd Floor
 Yellowknife, NT X1A 2L9

Telephone: (867) 920-8056
 Fax: (867) 873-0325
www.fin.gov.nt.ca/taxation/insurance

Nova Scotia

Superintendent of Insurance
 Department of Finance
 Financial Institutions
 P.O. Box 2271, 4th Floor
 1723 Hollis Street
 Halifax, NS B3J 1V1

Telephone: (902) 424-6331
 Fax: (902) 424-1298
www.novascotia.ca/finance/en/home/insurance/superintendentofinsurance/default.aspx

Nunavut

Superintendent of Insurance
 Department of Finance
 Government of Nunavut
 PO Box 2260
 Iqaluit, NU X0A 0H0

Telephone: (867) 975-5889
 Fax: (867) 975-5845
<http://www.gov.nu.ca/finance/information/download-forms-and-publications>

Ontario

Chief Executive Officer
 Financial Services Regulatory Authority
 of Ontario
 5160 Yonge Street
 Box 85, 17th Floor
 North York, ON M2N 6L9

Telephone: (416) 250-7250
 Toll-Free: (800) 668-0128
www.fsrao.ca

Regulators (cont'd)

Québec

Superintendent of Solvency
Autorité des marchés financiers
Place de la Cité, Cominar Tower
2640 Laurier Boulevard, 4th floor
Québec, QC G1V 5C1

Telephone: (418) 525-0337 ext. 4501
Fax: (418) 525-4509
www.lautorite.qc.ca

Prince Edward Island

Superintendent of Insurance
Department of Environment, Labour and Justice
95 Rochford Street
P.O. Box 2000
Charlottetown, PEI C1A 7N8

Telephone: (902) 368-4550
Fax: (902) 368-5283
www.gov.pe.ca

Saskatchewan

Superintendent of Insurance
Insurance and Real Estate Division
Financial and Consumer Affairs Authority
of Saskatchewan
1919 Saskatchewan Drive, 6th Floor
Regina, SK S4P 4H2

Telephone: (306) 787-6700
Fax: (306) 787-9006
www.fcaa.gov.sk.ca

Yukon

Superintendent of Insurance
Professional Licensing & Regulatory Affairs C-5
Government of Yukon
Box 2703
Whitehorse, YT Y1A 2C6

Telephone: (867) 667-5111
Fax: (867) 667-3609
www.yukon.ca

Federal

Risk & Data Analytics
Office of the Superintendent of Financial
Institutions Canada
255 Albert Street, 12th Floor
Ottawa, ON K1A 0H2

Telephone: (613) 990-1889
Fax: (613) 991-6118
www.osfi-bsif.gc.ca

Newfoundland and Labrador

Other specific instructions enabling insurers to meet Newfoundland and Labrador’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to NL’s website	Contact Regulator	There is no section in the <i>Insurance Companies Act</i> of the province of Newfoundland and Labrador stating specifically who must verify the Annual Return.	Federally registered insurers submit their statutory filings only to the Office of the Superintendent of Financial Institutions Canada.

Actuary’s Report

Only Insurers incorporated in the Province of Newfoundland and Labrador are required to submit a full copy of the Actuary’s Report with their annual filing. The actuary’s Certificate of Opinion is considered an integral part of the annual filing, and failure to include it would render the filing incomplete.

Foreign insurers are not required to file a copy of their Actuary’s Report.

Statutory Filings by Insurers Incorporated in a Province Other than Newfoundland and Labrador

Only the following pages of the P&C statutory filings are required to be filed: Pages 67.10 to 67.31 and 93.30 to 93.50

Newfoundland and Labrador (cont'd)

Filing Requirements

Insurers licensed in the province of Newfoundland and Labrador, other than insurers incorporated in the province of Newfoundland and Labrador								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text “.txt” file	Transmittal form	Special Excel file			
P&C Annual Filing – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1*	* Extraprovincial insurers are required to provide only pages 67.10 to 67.31 and 93.30 to 93.50. Not required for federally registered insurers due to information-sharing agreement with OSFI.
P&C Annual Filing – Foreign (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28							Not required for federally registered insurers due to information-sharing agreement with OSFI.
MCT/BAAT Annual Filing	February 28							
P&C Quarterly Filing – Canadian (Core Financial, Supervisory and Provincial returns)	n/a							
P&C Quarterly Filing – Foreign (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor’s Report to the Superintendent	n/a							
Auditor’s Report for the Minimum Capital Test (MCT)	n/a							
Auditor’s Report for the Branch Adequacy of Assets Test (BAAT)	n/a							

Newfoundland and Labrador (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of Newfoundland and Labrador, other than insurers incorporated in the province of Newfoundland and Labrador (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

Newfoundland and Labrador (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Newfoundland and Labrador								
P&C Returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28	x					1	
MCT/BAAT Annual Filing	February 28	x					1	
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	Within 45 days	x					1	
MCT/BAAT Quarterly Filing	Within 45 days	x					1	
Auditor's Report to the Superintendent	February 28						1	
Auditor's Report for the Minimum Capital Test (MCT)	February 28						1	
Appointed Actuary's Report (AAR)	February 28						1	
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	February 28						1	
Audited financial statements	February 28						1	

Prince Edward Island

Other specific instructions enabling insurers to meet Prince Edward Island’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to PEI’s website	Contact Regulator	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	Federally registered insurers are only required to file pages 67.10 to 67.31 and 93.30 to 93.50 of the P&C Annual filings.

Actuary’s Report

Insurers are required to file only a Certificate of Opinion with the condition that a copy of the Actuary’s Report be available at any time upon request.

Prince Edward Island (cont'd)

Filing Requirements

Insurers incorporated in the province of Prince Edward Island								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement, Capital and Provincial returns)	February 28	*					1	
MCT/BAAT Annual Filing	February 28	*					1	
P&C Quarterly Filing (Core Financial, Supervisory, Capital and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							

* Required if produced.

Prince Edward Island (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Prince Edward Island								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1	Pages 67.10 to 67.31 and 93.30 to 93.50 only
P&C Annual Filing – Foreign (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1	Pages 67.10 to 67.31 only
MCT/BAAT Annual Filing	February 28						1	
P&C Quarterly Filing (Core Financial, Supervisory, Capital and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							

Prince Edward Island (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Prince Edward Island (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Business plan	n/a							
Worldwide financial statements	n/a							
Audited financial statements	n/a							

Nova Scotia

Other specific instructions enabling insurers to meet Nova Scotia’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to NS’s website	Contact Regulator	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	Federally registered insurers are only required to file pages 10.10, 67.10, 67.20, 67.30, 93.30, 93.50, 99.10, 99.11 and 99.15 of the P&C Annual filings.

Actuary’s Report

Insurers are not required to file their Actuary’s Report with the condition that a copy be available at any time upon request.

Nova Scotia (cont'd)

Filing Requirements

Insurers incorporated in the province of Nova Scotia								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 31	*					1	
MCT/BAAT Annual Filing	March 31	*					1	
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent (Can. P&C)	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							

* Required if produced.

Nova Scotia (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Nova Scotia								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 31						1	Page 10.10, 67.10, 67.20, 67.30, 93.30, 93.50 and 99.10 only
P&C Annual Filing – Foreign (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 31						1	Page 10.10, 67.10, 67.20, 67.30, 99.11 and 99.15 only
MCT/BAAT Annual Filing	March 31						1	
P&C Quarterly Filing – Canadian (Core Financial, Supervisory and Provincial returns)	n/a							
P&C Quarterly Filing – Foreign (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							

Nova Scotia (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Nova Scotia (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

New Brunswick

Other specific instructions enabling insurers to meet New Brunswick’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to NB’s website	Filings in either official language are acceptable.	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	

Actuary’s Report

Insurers are required to file only a Certificate of Opinion with the condition that a copy of the Actuary’s Report be available at any time upon request.

New Brunswick (cont'd)

Filing Requirements

Federally and extraprovincially registered insurers licensed to do business in New Brunswick								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 31	*					1	
P&C Annual Filing – Foreign (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 31	*					1	
MCT/BAAT Annual Filing	March 31	*					1	
P&C Quarterly Filing – Canadian (Core Financial, Supervisory and Provincial returns)	n/a							
P&C Quarterly Filing – Foreign (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	March 31						1	
Auditor's Report for the Minimum Capital Test (MCT)	March 31						1	
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	March 31						1	

New Brunswick (cont'd)

Filing Requirements (cont'd)

Federally and extraprovincially registered insurers licensed to do business in New Brunswick (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	March 31						1	
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

* Required if produced.

Quebec

Under the *Act respecting insurance*, CQLR, c. A-32, (the “Act”), every insurer is required to file with the Autorité des marchés financiers (the “AMF” or the “Authority”) in such form as the AMF may determine, the documents and information it requires.

The AMF will no longer send a letter each year listing the documents and information required under the Act. This information will now be available only through the AMF Bulletins and postings on the AMF website.

For further information, consult the Notice on filing for P&C Insurers on the AMF website at:

<https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/>

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to QC’s website		In accordance with section 309 of the Act, the two persons signing the Annual Return must be directors of the insurer.	Please consult the Notice on the AMF website .

Actuary’s Report

Pursuant to sections 298.14 and 309 of the Act, every insurer authorized to underwrite “damage” (property and casualty) insurance in Quebec must attach an actuary’s Expression of Opinion on the valuation of the provisions and reserves to its Annual filing.

A copy of the Actuary’s Report that establishes and presents the provisions and reserves must be forwarded to the Autorité des marchés financiers upon request.

The actuary will have to include a description of the assumptions and methods used in the valuation of the said reserves or provisions and also state and justify the criteria that have served as the basis for choices made.

Moreover, the AMF may require certain insurers to include other information in the report.

Quebec (cont'd)

Actuary's Report (cont'd)

Insurers with charters from outside Quebec that transact insurance in Quebec must file a copy of the Actuary's Report filed with their home jurisdiction.

A copy of the resolution of the board of directors concerning the appointment of the actuary must be forwarded to the AMF within 10 days of the actuary's initial appointment or at the change of the actuary.

For foreign insurers, the Actuary's Report must contain a certificate testifying that:

- (i) the reserves maintained by the insurer to guarantee its obligations toward the insured are not less than the reserves required by the Act or by its "Act of Incorporation", if it is more restrictive;
- (ii) the reserves of provisions are calculated on the basis of appropriate assumptions with respect to the circumstances of the insurer and its contracts of insurance; and
- (iii) the reserves make good and sufficient provision to cover all obligations under such contracts.

Auditor Report

For Quebec-incorporated insurers, the report is to be addressed to the AMF. All other insurers licensed in Quebec must submit a copy of the Auditor Report addressed to their regulator.

In addition, canadian insurers are expected to provide the AMF with a copy of their Annual Report including the Auditor Report to the shareholders and members. Foreign insurers are expected to provide the AMF with a copy of the Annual Report for their total business.

Quebec (cont'd)

Special Reporting

Every insurer licensed to write business in Quebec, whether incorporated under the laws of Quebec, the laws of Canada or some other jurisdiction, must:

- (a) for Canadian insurers, complete pages 10.16, 60.10, 80.20, 93.35, 95.10 and 95.20 of the Annual filings;
- (b) for foreign insurers, complete pages 10.16, 60.10, 80.20, 85.40, 85.45, 85.60 and 85.65 of the Annual filings;
- (c) for Canadian insurers, complete page 93.35 if insurer has written, during the current year or in a prior year, policies for a term of more than 12 months. The data reported on page 93.35 must include
 - for policies for a term not exceeding 12 months
 - total premiums for policies written during the current year;
 - for policies for a term of more than 12 months
 - only the portion of premiums applicable to the twelve months during the current year.

A copy of the major letters of credit and/or confirmation from trustees of deposits held for the account of the insurer (reported on page 70.40) must be attached to the Annual Return.

Loans and Advances to Subsidiaries, Associates and Joint Ventures (with Greater than 10% Ownership Interest)

Quebec-incorporated insurers must show loans and advances to subsidiaries, associates and joint ventures (with greater than 10% ownership interest) on page 50.32. See the instructions for page 50.32 in the document “Section VI - Detailed instructions.”

Quebec (cont'd)

Exhibits NOT Required

The following exhibits or sections of exhibits need not be completed by Quebec-incorporated insurers that transact insurance in Quebec only.

<u>Page</u>	<u>Exhibit</u>
10.15	Directors
10.17	Annual Corporate Information
60.40	Net Claims and Adjustments Expenses – Run Off
67.31	Provincial and Territorial Exhibit of Claims Incurred Including Adjustment Expenses – Undiscounted
93.60	Net Claims and Adjustments Expenses – Run Off

Letters of Credit

Letters of credits may be used to reduce capital otherwise required for unregistered reinsurance or a self-insured retention, this up to a prescribed limit, and are subject to a capital charge as specified in the [Autorité's Guideline on capital adequacy requirements](#). The limit is applicable to all insurers licensed in Quebec. General requirements concerning letters of credit are set out below:

- (i) Letters of credit must be in Canadian dollars and payable in Canada. Letters of credit must be issued by a Canadian bank or confirmed by a Canadian bank if issued by a foreign bank;
- (ii) They must be for a fixed term, at least one year;
- (iii) They must be for a stipulated dollar amount;
- (iv) They must be irrevocable except with at least three months notice to the Regulator. This condition can be satisfied either by a provision in letter of credit or by a letter of confirmation from the issuing bank; and
- (v) The issuing bank and the confirming bank must not have any claim on the assets of the Canadian insurance company as security for the letters of credit.

A copy of the major letters of credit must be sent with the Annual Return.

Quebec (cont'd)

Financial Statements of Subsidiaries and Associates

Insurers licensed in Quebec must file a copy of their subsidiaries' and associates' financial statements (where required) with their Annual Return, for those subsidiaries and associates reported on page 92.10, line 40.

Minimum Capital Test (MCT) – (Pages 30.61 to 30.92)

Instructions for completing these pages for insurers incorporated in Quebec are in the [guideline on capital adequacy requirements](#) available on the AMF's website.

Consequently, instructions in Section IV do not apply to those insurers.

Registered insurer\reinsurer:

To be deemed approved, the insurer must be approved in Quebec or another province, or subject to federal regulation.

Registered reinsurer: A reinsurance agreement is deemed registered if it was assumed by an insurer constituted under the laws of Quebec, of another province, or of Canada, and in this case, licensed by one or more provincial regulator(s). A reinsurance agreement is also deemed registered if it was assumed by the branch of a foreign company authorized by the federal authority and licensed by one or more provincial regulator(s), and if the branch maintains assets guaranteeing the fulfilment of its obligations under the agreement.

Ontario

Other specific instructions enabling insurers to meet Ontario’s requirements may be circulated by the Chief Executive Officer to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to ON’s website	Filings in either official language are acceptable.	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors and by the secretary or manager of the insurer.	In accordance with section 102 of the Ontario <i>Insurance Act</i> , federally registered insurers licensed in Ontario must submit their statutory filings only to the Office of the Superintendent of Financial Institutions Canada.

Actuary’s Report

Subsection 121.13 of the *Insurance Act* (Part II.1) requires that every insurer incorporated in Ontario, except those described in subsection 121.20, must submit with its Annual Return a valuation report by the appointed actuary on his/her evaluation of actuarial and other policy liabilities of the insurer. The exception under subsection 121.20 applies if the insurer is a mutual insurance corporation that is a member of the Fire Mutuals Guarantee Fund.

The Report must be addressed to the Chief Executive Officer, Financial Services Regulatory Authority of Ontario (FSRA), and must comprise a certificate and a report, both of which must be signed. Detailed instructions for completing the Report were forwarded to the insurers and will be updated separately through correspondence with the companies.

Note: Federally regulated insurers are not required to file an Actuary’s Report with FSRA.

Ontario (cont'd)

Auditor Report

All insurers incorporated in Ontario are required to have their Auditor Report addressed to the Chief Executive Officer, FSRA. All other insurers licensed in Ontario should refer to the general instructions in Section II.

All provincially incorporated insurers licensed in Ontario are expected to provide the FSRA with a copy of their Annual Report including the Auditor Report to the shareholders and members when published.

Earthquake

Refer to the OSFI's *Earthquake Exposure Sound Practices* guidelines.

Letters of Credit

In general, letters of credit may be used to offset the reserve for unregistered reinsurance to the extent of 30% of the total amount of the unearned premiums and outstanding losses recoverable from assuming reinsurers.

The Chief Executive Officer must be made aware of the details of letters of credit from affiliated unregistered reinsurers.

Discounting

Actuarial liabilities are required to be reported on a discounted basis. The discounting requirement will apply to Ontario-incorporated property and casualty insurance companies and to reciprocal exchanges in Ontario for which the Actuary's Report is required.

Ontario (cont'd)

Ontario FOI/POPA Consent Form

The *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter F.31 (FOI/POPA) provides that where information about an individual is not collected directly from the individual, the collection is lawful only if, among other things, it is authorized by a statute. Further, whenever information is collected about an individual, that individual must be informed of the legal authority for its collection and the principal purpose for which the personal information is intended to be used.

Since the Annual Return includes personal information, the Consent and Notification Form issued pursuant to the FOI/POPA must be completed by all provincially incorporated insurers. The insurer must provide a copy to each individual named in page 10.15 of the Annual Return. Since the insurer is aware of many of these individuals, it is strongly recommended that the insurer begin the notification process well in advance of the filing due date. The certificate is to be signed by the same person who signs the Annual Return.

General Information

All Ontario-incorporated insurers must complete the general information pages 10.10 to 10.60.

Except for the insurers prescribed in section 102(9) of the Act or in the Regulations, all Ontario-incorporated insurers must complete the statutory compliance pages for the MCT (30.70, 30.71 and 30.73). The MCT is to be completed using the Superintendent's guideline 08/04.

Working Papers

In accordance with section 443 of the Act, insurers licensed in Ontario are required to maintain appropriate working papers to support the information contained in the Annual Return.

Ontario (cont'd)

Securities Lending

Securities lending is prohibited for companies incorporated in Ontario.

Financial Statements of Subsidiaries

Ontario-incorporated insurers should have a copy of the current financial statements of each subsidiary available at head office.

SAMPLE

Ontario (cont'd)

Filing Requirements

Insurers incorporated in the province of Ontario								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28	x			x	*		
P&C Annual Reinsurers (R) (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	April 15	x			x	*		
MCT/BAAT Annual Filing	February 28	x			x	*		
MCT/BAAT Annual Filing – Reinsurers (R)	April 15	x			x	*		
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	Within 45 days	x			x	*		
MCT/BAAT Quarterly Filing	Within 45 days	x			x	*		
Auditor's Report to the CEO	February 28					*		
Auditor's Report for the Minimum Capital Test (MCT)	February 28					*		Reciprocals are not required to file this.
Appointed Actuary's Report (AAR)	February 28					*		
AAR - DCAT	September 30					*		Reciprocals are not required to file this.
AAR - External Review Report	February 28					*		

Ontario (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Ontario								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Unpaid Claims and Loss Ratio Exhibits	February 28					*		
Business plan	February 28					*		
Audited financial statements	February 28					*		

(R) Insurers whose certificates of registry are limited to reinsurance.

* Pdf format preferred for electronic copies. Signed copies should be provided in pdf format.

Ontario (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Ontario								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28	x			x	*		
P&C Annual Filing - Reinsurers (R) (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	April 15	x			x	*		
MCT/BAAT Annual Filing	February 28	x			x	*		
MCT/BAAT Annual Filing – Reinsurers (R)	April 15	x			x	*		
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	Within 45 days	x			x	*		
MCT/BAAT Quarterly Filing	Within 45 days	x			x	*		
Auditor's Report to the CEO	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							

Ontario (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Ontario (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

(R) Insurers whose certificates of registry are limited to reinsurance.

* PDF format preferred for electronic copies. Signed copies should be provided in PDF format.

Manitoba

Other specific instructions enabling insurers to meet Manitoba's requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to MB's website	Filings in either official language are acceptable.		In accordance with section 84 of the Act, federally registered insurers must submit their statutory filings only to the Office of the Superintendent of Financial Institutions Canada.

Actuary's Report

Insurers are not required to file their Actuary's Report with the condition that a copy be available at any time upon request.

Insurers Other than Provincial Insurers and Reciprocal Insurance Exchanges

These insurers must produce a report that sets out the particulars of their business in Manitoba during the year (section 84). To meet this requirement, P&C insurers must file pages 67.10, 67.30, 93.30 and 93.50 of the P&C Returns.

Manitoba (cont'd)

Filing Requirements

Insurers incorporated in the province of Manitoba								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1	
P&C Annual Filing - Reinsurers (R) (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 15						1	
MCT/BAAT Annual Filing	February 28						1	
MCT/BAAT Annual Filing – Reinsurers (R)	March 15						1	
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							

(R) Insurers whose certificates of registry are limited to reinsurance.

Manitoba (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Manitoba								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1	
P&C Annual Filing - Reinsurers (R) (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 15						1	
MCT/BAAT Annual Filing	February 28						1	
MCT/BAAT Annual Filing – Reinsurers (R)	March 15						1	
P&C Quarterly Filing (Core Financial, Supervisory, Capital and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							

Manitoba (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Manitoba (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

(R) Insurers whose certificates of registry are limited to reinsurance.

Saskatchewan

Other specific instructions enabling insurers to meet Saskatchewan’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Refer to the Financial and Consumer Affairs Authority’s website for instructions for filing the Annual Return.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to SK’s website	Contact the regulator for information on language requirements.	<p>For provincial insurers, the Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors and by the secretary or manager of the insurer.</p> <p>For reciprocal insurance exchanges, the Annual Return must be verified by the principal attorney and at least two members of the advisory board or committee of subscribers of the reciprocal insurance exchange.</p>	Federally registered insurers are satisfy the annual filing requirements by answering the questions contained in the submission filed online through RLS.

Discounting

Actuarial liabilities are required to be reported on a discounted basis. The discounting requirement will apply to Saskatchewan-incorporated P&C insurance companies and to reciprocal exchanges in Saskatchewan for which the Actuary’s Report is required.

Filing Deadlines

All Annual Returns must be provided as follows:

- If limited by the Superintendent to reinsurance only, 105 days after the financial year end (subsections 2-33(3) and 2-34(3)); and
- For all other insurers, 60 days after the financial year end (subsections 2-33(3) and 2-34(3)).

Saskatchewan (cont'd)

Filing Requirements

All insurers are required to file their Annual Return submission online through the Financial and Consumer Affairs Authority's (FCAA) Registration and Licensing System (RLS).

Refer to FCAA's website for instructions for filing the Annual Return.

Website: www.fcaa.gov.sk.ca

Links: [Filing and Reporting Requirements](#)
[Accessing the Registration and Licensing System \(RLS\)](#)

Provincially Incorporated Insurers and Reciprocal Insurance Exchanges

Saskatchewan incorporated insurers are required to:

- File the P&C Quarterly Return and the P&C Annual Supplement (section 2-33); and
- Submit the following additional information:
 1. The actuary's report if required by the Superintendent;
 2. The audited financial statements with the auditor's opinion;
 3. The audited financial statements for any subsidiaries with the auditor's opinion. If subsidiaries are regulated financial institutions, the filings with the primary regulators; and
 4. The detailed list of investment as at the fiscal year-end.

Saskatchewan (cont'd)

Filing Requirements (cont'd)

Reciprocal Insurance Exchanges are required to:

- File the P&C Quarterly Return and the P&C Annual Supplement (section 2-33);
- Submit the following additional information:
 1. The actuary's report if required by the Superintendent;
 2. The audited financial statements with the auditor's opinion;
 3. The audited financial statements for any subsidiaries with the auditor's opinion. If subsidiaries are regulated financial institutions, the filings with the primary regulators; and
- Submit the following information as required by section 2-56:
 4. The name of the reciprocal insurance exchange and the name and address of its principal attorney for service; and
 5. The particulars respecting the reserve fund (section 2-61) and the guarantee fund (section 2-63).

Extra-Provincial Insurers

Extra-provincial insurers are required to file pages 10.10 (corporate information), 99.10 (Non-Quebec Incorporated Insurer) and 99.20 (Quebec Incorporated Insurer) of the P&C Annual Supplement and pages 67.10, 67.30 and 99.16 of the P&C Quarterly Return.

Saskatchewan (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Saskatchewan and reciprocal insurance exchanges licensed in the province of Saskatchewan								
	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C returns								
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	Within 60 days	*			*		1	PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Annual Filing - Reinsurers (R) (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	Within 105 days	*			*		1	PDF copy of the signed affidavit should be embedded in the special Excel file.
MCT/BAAT Annual Filing	Within 60 days	*			*		1	PDF copy of the signed affidavit should be embedded in the special Excel file. N/A – extra-provincial reciprocal insurance exchanges.
MCT/BAAT Annual Filing – Reinsurers (R)	Within 105 days	*			*		1	PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Quarterly Filing – Canadian (Core Financial, Supervisory and Provincial returns)	Within 45 days				*		1	PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Quarterly Filing – Foreign (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	Within 45 days				*		1	PDF copy of the signed affidavit should be embedded in the special Excel file.

Saskatchewan (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Saskatchewan and reciprocal insurance exchanges licensed in the province of Saskatchewan								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Auditor's Report to the Superintendent	Within 60 days					*	1	PDF format preferred.
Auditor's Report for the Minimum Capital Test (MCT)	Within 60 days					*	1	PDF format preferred.
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	Within 60 days					*	1	PDF format preferred.
Appointed Actuary's Report (AAR)	Within 60 days					*	1	PDF format preferred.
AAR - DCAT	See comment					*		Sooner of Dec. 31 or 30 days after board presentation. PDF format preferred.
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	See comment					*		To be filed with the Actuary's Report. PDF format preferred.
Business plan	n/a							
Audited financial statements	Within 60 days					*	1	PDF format preferred.
Worldwide financial statements	n/a							

* Required if produced.

(R) Insurers whose certificates of registry are limited to reinsurance.

Saskatchewan (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of Saskatchewan								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	Within 60 days					*		Extraprovincial insurers are only required to provide only pages 10.10, 99.10 and 99.20 of the P&C Annual Supplement and pages 67.10, 67.30 and 99.16 of the P&C Quarterly Return. PDF format preferred. Federally registered insurers satisfy the annual filing requirement by answering the questions contained in the submission filed online through RLS.
P&C Annual Filing - Reinsurers (R) – Canadian (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	Within 105 days					*		
P&C Annual Filing – Foreign (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement, Capital and Provincial returns)	Within 60 days/ 105 days (R)					*		
MCT/BAAT Annual Filing	Within 60 days					*		Federally registered insurers satisfy the annual filing requirement by answering the questions contained in the submission filed online through RLS.
MCT/BAAT Annual Filing – Reinsurers (R)	Within 105 days					*		
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							

Saskatchewan (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of Saskatchewan (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report	n/a							
AAR – DCAT (AAR)	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

* Required if produced.

(R) Insurers whose certificates of registry are limited to reinsurance.

Alberta

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to AB's website	Annual Returns must be submitted in English.	<p>Alberta incorporated insurers – Section 44(3)(f) of the <i>Insurance Act</i> states the Annual Return (affidavit on page 99.10) must be approved and signed by the president, vice-president or managing director or other director appointed for the purpose by the board of directors and by the secretary or manager of the company.</p> <p>Reciprocal insurance exchanges – Section 91(3)(d) of the <i>Insurance Act</i> states that the Annual Return (affidavit on page 99.10) must be signed by the principal attorney and at least two members of the advisory board or committee of subscribers. Refer to Alberta's website for a copy of the affidavit containing three signature lines.</p>	Federally registered insurers are required to file a fourth quarter P&C Return and Annual Supplement with the Office of the Superintendent of Financial Institutions Canada. This will satisfy the reporting requirement for the comparable period.

Alberta (cont'd)

Actuary's Report

Pursuant to section 44(3)(d) of the *Insurance Act*, Alberta-incorporated insurers licensed under this Act must submit, with the Annual Return, an opinion, in accordance with section 405.

Insurers incorporated and reciprocals formed and/or transferred into Alberta must file a copy of the actuarial report with an Expression of Opinion in accordance with the instructions set out by OSFI in its annual memorandums to the appointed actuary.

The Actuary's report is required to include an Unpaid Claims and Loss Ratio Analysis Exhibit, consistent with the OSFI requirements.

Federally and extraprovincially incorporated insurers are not required to file their Actuary's Report.

Discounting of Reserves

Effective January 1, 2003, the reporting of actuarial liabilities on a discounted basis by Alberta-incorporated property and casualty insurance companies and reciprocal insurance exchanges is optional.

Insurers are expected to file on either a discounted or undiscounted basis consistently. Insurers who wish to change the basis on which they file must notify the Superintendent prior to making the change.

Format of the Actuarial Opinion and Report

The opinion should state the status of the signatory, his or her title, his or her relationship to the insurer, and, if not a Fellow of the Canadian Institute of Actuaries, how he or she qualifies.

Alberta (cont'd)

Auditor Report

Pursuant to section 43(1), all insurers licensed in Alberta must submit a copy of their audited financial statements within 180 days of the insurer's year end.

Alberta requires the following reports be filed with the Annual filings:

- Auditor Report addressed to the Alberta Superintendent of Insurance; and,
- Auditor Report for the Minimum Capital Test.

Annual Report

All Alberta incorporated insurers are expected to file a copy of their Annual Report including the Auditor's Report to the shareholders and members when published.

Financial Statements of Subsidiaries

A copy of the current financial statements of each subsidiary must be made available on request.

Bulletins and Other Guidance

Bulletins and guidelines that are applicable to property and casualty insurance companies are available on Alberta's [website](#).

Alberta (cont'd)

Filing Requirements

Visit the Insurance Regulatory Information System's [website](#).

For Insurance Companies, Fraternal Benefit Societies or Reciprocal Insurance Exchanges, if you require assistance, please send an email to: tbf.insurance-licens@gov.ab.ca

Refer to the Alberta Superintendent of Insurance's website for:

- [Filing requirements: insurance entities supervised by the Alberta Superintendent of Insurance](#); and,
 - [Filing requirements: insurance entities supervised by other regulators](#).
- Alberta-incorporated insurers and reinsurers are required to file a fourth quarter P&C Return and an Annual Supplement in both ASCII and special excel file formats.
 - All extra provincially incorporated insurers are required to file a fourth quarter P&C Return and an Annual Supplement in an ASCII file format.

Pursuant of section 44(2), for Alberta-incorporated insurers, all filings must be received within 60 days after the the company's fiscal year end.

Pursuant of section 46(1), for every non-Alberta-incorporated insurers that is licensed in Alberta, all filing requirements must be received before the last day of February of the year following the reporting year.

Alberta only accepts electronic filings.

Alberta (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Alberta								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Fourth-quarter Core Financial return	Within 60 days	x		x	x			A PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Fourth-quarter Quarterly and Annual Supplement Supervisory returns	Within 60 days	x		x	x			A PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Fourth-quarter MCT return	Within 60 days	x		x	x			
P&C Fourth-quarter Provincial return	Within 60 days	x		x	x			A PDF copy of the signed affidavit should be embedded in Special Excel file.
P&C Quarterly Core Financial return	Within 45 days	x		x	x			A PDF copy of the signed affidavit should be embedded in the special Excel file.
P&C Quarterly Supervisory return	Within 45 days	x		x	x			
P&C Quarterly MCT return	Within 45 days	x		x	x			
P&C Quarterly provincial return	Within 45 days	x		x	x			A PDF copy of the signed affidavit should be embedded in the special Excel file.
Auditor's Report to the Superintendent	Within 60 days					x		PDF format preferred.
Auditor's Report for the Minimum Capital Test (MCT)	Within 60 days					x		PDF format preferred.
Appointed Actuary's Report (AAR)	Within 60 days					x		PDF format preferred.
AAR - DCAT	See comment**					x		** Sooner of Dec. 31 or 30 days after board presentation; PDF format preferred.
AAR - Peer Review Report	Within 60 days					x		

Alberta (cont'd)

Filing Requirements (cont'd)

Insurers incorporated in the province of Alberta (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Unpaid Claims and Loss Ratio exhibits	See comment**					x		**To be included in the Actuary's Report and filed within 60 days; PDF format preferred.
Audited financial statements	Within 60 days					x		PDF format preferred.
Alberta Reserve and Guarantee Fund worksheet	Within 60 days					x*		* Applicable to reciprocal insurance exchanges only.

Alberta (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of Alberta								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing – fourth-quarter Core Financial, Supervisory Quarterly and Annual Supplement and Provincial returns	Within 60 days*	x		x	x			* Extraprovincial insurers are required to provide an ASCII file, and federally registered insurers will satisfy the reporting requirement for the comparable period by filing with OSFI. A PDF copy of the signed affidavit should be embedded in a special Excel file.
P&C Annual Filing - Reinsurers (R) – fourth-quarter Core Financial, Supervisory Quarterly and Annual Supplement and Provincial returns	Within 105 days*	x		x	x			
MCT/BAAT Annual Filing	Within 60 days*	x		x	x			
MCT/BAAT Annual Filing – Reinsurers (R)	Within 105 days*	x		x	x			
P&C Quarterly Filing – Core Financial, Supervisory and Provincial returns	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	Within 180 days					x		PDF format preferred.
Auditor's Report for the Minimum Capital Test (MCT)	Within 180 days					x		PDF format preferred.
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	Within 180 days					x		PDF format preferred.

Alberta (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of Alberta (cont'd)								
P&C returns	Due dates	PwC				Other Electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - Peer Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Audited financial statements	Within 180 days					x		Please refer to the Alberta Superintendent of Insurance website for instructions on filing your financial statements electronically; PDF format preferred.
Alberta Reserve and Guarantee Fund worksheet	Within 60 days					x*		* Applicable to all reciprocals licensed in Alberta.
Worldwide financial statements	n/a							

(R) Insurers whose certificates of registry are limited to reinsurance.

British Columbia

For current instructions relating to British Columbia's filing requirements, please consult the website of the Financial Institutions Commission (FICOM) at www.fic.gov.bc.ca.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to BC's website	Annual filings must be submitted in English.	Original signatures are not required. BC will accept scanned or electronic versions of original signatures.	

Actuary's Report

Insurers incorporated in British Columbia must file a report prepared by the appointed actuary in accordance with the instructions set out by OSFI in its annual memorandums to the appointed actuary.

All federally regulated insurers and non-BC incorporated insurers are required to file a copy of the expression of opinion or certificate of opinion on the valuation of the provisions and reserves filed with their primary regulator in Canada. Please note that FICOM may request at any time copies of the complete actuary report.

Reciprocal exchanges must file with their annual permit renewal a report prepared by the appointed actuary or approved actuary in accordance with the instructions set out by OSFI in its annual memorandums to the appointed actuary.

British Columbia (cont'd)

Auditor's Report

Besides the auditor's reports noted in the table below, insurers incorporated in British Columbia must file the report of the auditor required under section 212 of the *Business Corporations Act*.

All federally regulated insurers and non-BC incorporated insurers are required to file a copy of the auditor's reports filed with their primary regulator in Canada. Foreign branch insurers must also file the auditor's report filed in their home jurisdiction with their corporate audited statements.

Reciprocal exchanges must file a copy of the auditor's report on the annual return with their annual permit renewal.

Registered and Unregistered Reinsurance

To be considered an authorized (re)insurer, the (re)insurer must be authorized in BC. To be considered a registered reinsurer, the reinsurer must be licensed, registered or otherwise authorized to carry on the business of reinsurance in Canada. (Insurance Company Reinsurance Limitation Regulation B.C. Reg. 324/90).

Financial Statements of Parents, Subsidiaries and Associates

Insurers incorporated in British Columbia must file with their annual return consolidated financial statements that include the financial positions of any subsidiary and the parent company when applicable. They must also file separate unconsolidated statements of the insurer, and for each subsidiary used to prepare the consolidated statements.

British Columbia (cont'd)

Discounting of Reserves

Insurers incorporated in British Columbia must report their actuarial liabilities on a discounted basis.

All federally regulated insurers and non-BC incorporated insurers must report their actuarial liabilities on the basis specified by their primary regulator.

Reciprocal exchanges must report their actuarial liabilities on a discounted basis.

Electronic Filing

All filings noted above should be filed in ASCII, PDF, or Excel format, as appropriate, by email to filings@ficombc.ca. The email subject line should include the company name and the word “filing.” If you have any problem with your electronic filings, contact the Financial and Regulatory Reporting, Financial Institutions Division at filings@ficombc.ca.

For further information, please refer to [FICOM's website](#).

British Columbia (cont'd)

Filing Requirements

Unless otherwise specifically noted in the filing table below, filing deadlines for annual filings for insurers and reinsurers are no later than 60 days after fiscal year end and 30 days after each fiscal quarter for interim filings.

For reciprocal exchanges, the filing deadline for the annual permit renewal is no later than March 31st.

Only BC incorporated insurers are required to file interim (quarterly) returns unless FICOM has made a specific request for an insurer or reciprocal exchange to file.

Insurers incorporated in the province of British Columbia							
P&C returns	Due dates	PwC			Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	Within 60 days	x			x		Include copy of resolution of Directors approving the return and signed affidavit.
MCT/BAAT Annual Filing	Within 60 days	x			x		Include copy of resolution of Directors approving the return and signed affidavit.
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	Within 30 days	x			x		Include signed certification.
MCT/BAAT Quarterly Filing	Within 30 days	x			x		Include signed certification.
Auditor's Report to the Superintendent	Within 60 days					x	PDF format preferred.
Auditor's Report for the Minimum Capital Test (MCT)	Within 60 days					x	PDF format preferred.

British Columbia (cont'd)

Filing Requirements

Insurers incorporated in the province of British Columbia								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Appointed Actuary's Report (AAR)	Within 60 days					x		PDF format preferred.
AAR - DCAT	See comment					x		PDF format preferred. Due within 30 days of board approval; refer to FICOM's website.
AAR - External Review Report	See comment					x		PDF format preferred. Refer to FICOM's website.
Unpaid Claims and Loss Ratio exhibits	Within 60 days					x		Excel format preferred.
Own Risk and Solvency Assessment (ORSA) Key Metrics Report	See comment					x		PDF format preferred. Due within 30 days of board approval; refer to FICOM's website.
Earthquake (EQ) Exposure Data Form	May 31*					x		Excel format preferred; refer to FICOM's website.
Business plan	See comment					x		PDF format preferred. Refer to FICOM's website.
Audited financial statements	Within 60 days					x		PDF format preferred; refer to FICOM's website.
Parent company audited financial statements	Within 60 days					x		PDF format preferred; refer to FICOM's website.

British Columbia (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of British Columbia								
	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C returns								
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	within 60 days*	x			x			Include signed affidavit.
MCT/BAAT Annual Filing	within 60 days*	x			x			Include signed affidavit.
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							Not required
MCT/BAAT Quarterly Filing	n/a							Not required
Auditor's Report to the Superintendent - Canadian	within 60 days					x		PDF format preferred.
Auditor's Report to the Superintendent - Foreign	May 31					x		PDF format preferred.
Auditor's Report for the Minimum Capital Test (MCT)	within 60 days**					x		PDF format preferred.
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	May 31					x		PDF format preferred.
Appointed Actuary's Report (AAR)	within 60 days					x		PDF format preferred. Only Opinion of the Actuary is required.
AAR - DCAT	n/a							Not required
AAR - External Review Report	n/a							Not required
Unpaid Claims and Loss Ratio exhibits	n/a							Not required
Earthquake (EQ) Exposure Data Form	May 31***					x		Excel format preferred.

British Columbia (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the province of British Columbia (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Business plan	n/a							Not required
Audited financial statements - Canadian	within 60 days					x		PDF format preferred; refer to FICOM's website.
Audited financial statements - Foreign	May 31					x		PDF format preferred, it can be based on the financial statements in the return.
Parent company audited financial statements - Canadian	within 60 days					x		PDF format preferred; refer to FICOM's website.
Worldwide financial statements - Foreign	May 31					x		Refer to FICOM's website.

* For reinsurers incorporated in Ontario, the deadline is April 15

** Not required for Insurance Companies incorporated in Quebec

*** Only BC exposure data is required

Yukon

Other specific instructions enabling insurers to meet the Yukon’s requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to YK’s website	Contact the regulator for language requirements.	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	

Actuary’s Report

Insurers are not required to file their Actuary’s Report with the condition that a copy be available at any time upon request.

Electronic Filing

All required filings should be filed in PDF, or Excel format, as appropriate, by email to insurance.plra@gov.yk.ca. The email subject line should include the company name and the word “filing.”

Yukon (cont'd)

Filing Requirements

Insurers licensed to do business in Yukon								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	March 15					x		PDF format preferred.
MCT/BAAT Annual Filing	March 15					x		PDF format preferred.
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

Northwest Territories

Other specific instructions enabling insurers to meet the Northwest Territories' requirements may be circulated by the Superintendent to the appropriate insurers prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to NT's website	Contact the regulator for language requirements.	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	

Filing Requirements

Insurers licensed in the Northwest Territories								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28					PDF*		ELETRONIC FILINGS ONLY
MCT/BAAT Annual Filing	February 28					PDF*		ELETRONIC FILINGS ONLY
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							

Northwest Territories (cont'd)

Filing Requirements (cont'd)

Insurers licensed in the Northwest Territories								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	February 28					PDF*		NOT REQUIRED IF OSFI RETURN FILED
Worldwide financial statements	n/a							

* All electronic filings should be emailed to alex_lambrecht@gov.nt.ca.

Nunavut

Other specific instructions enabling insurers to meet Nunavut’s requirements may be circulated by the Superintendent, to the appropriate insurers, prior to year end.

Legislation	Language	Signature Requirements	Statutory Filings by Federally Registered Insurers
Refer to NU’s website	Contact the regulator for language requirements.	The Annual Return must be verified by the president, vice-president or managing director, or other director appointed for the purpose by the board of directors, and by the secretary or manager of the insurer.	

SAMPLE

Nunavut (cont'd)

Filing Requirements

Insurers incorporated in the territory of Nunavut								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement and Provincial returns)	February 28						1	
MCT/BAAT Annual Filing	February 28						1	
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							
Audited financial statements	n/a							

Nunavut (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Nunavut								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
P&C Annual Filing (Core Financial, Supervisory Quarterly, Supervisory Annual Supplement, Capital and Provincial returns)	February 28						1	
MCT/BAAT Annual Filing	February 28						1	
P&C Quarterly Filing (Core Financial, Supervisory and Provincial returns)	n/a							
MCT/BAAT Quarterly Filing	n/a							
Auditor's Report to the Superintendent	n/a							
Auditor's Report for the Minimum Capital Test (MCT)	n/a							
Auditor's Report for the Branch Adequacy of Assets Test (BAAT)	n/a							
Appointed Actuary's Report (AAR)	n/a							
AAR - DCAT	n/a							
AAR - External Review Report	n/a							
Unpaid Claims and Loss Ratio exhibits	n/a							
Business plan	n/a							

Nunavut (cont'd)

Filing Requirements (cont'd)

Federally registered insurers licensed to do business in Nunavut (cont'd)								
P&C returns	Due dates	PwC				Other electronic file	Hard copy	Other comments
		ASCII file	Text ".txt" file	Transmittal form	Special Excel file			
Worldwide financial statements	n/a							
Audited financial statements	n/a							
Worldwide financial statements	n/a							

Federal

Insurance Companies Act (ICA)

Regulations that are applicable to federally regulated property and casualty companies can be accessed on [Justice Canada](#)'s website.

Guidelines and Other Guidance

Guidelines that are applicable to property and casualty insurance companies are available on the OSFI [website](#).

OSFI also issues other guidance (i.e. letters, bulletins) that is accessible its [website](#).

Auditor and Appointed Actuary Reports

Federally regulated insurers must electronically file their Auditor Reports and Appointed Actuary's Report as separate documents as defined in the *Regulatory Reporting System (RRS) User Guide*.

Auditor Report to Shareholders/Policyholders

The Auditor Report to shareholders/policyholders, together with the annual financial statements, is to be filed with OSFI's Regulatory Information Division no later than 21 days prior to the annual meeting. If the annual meeting is held by resolution in writing, the report is to be filed no later than 30 days following the date of signing of the resolution in writing.

Financial Statements of Subsidiaries

Federally regulated insurers are required to make available a copy of the current financial statements of each subsidiary at the insurer's head office upon request.

Federal (cont'd)

Net claims Development – Undiscounted/Discounted

Transitional Instructions – (pages 60.40/60.41 and 93.60/93.61)

For foreign P&C branches, the Claims Runoff exhibits may also be prepared on a prospective basis with no restatement of prior years. Information for the current accident year will be based on insurance business in Canada as per Part XIII of the ICA. However, where there are significant changes to prior years, it would be preferable that these exhibits be restated where this can be done on a practical basis.

Letters of Credit

Letters of credit must be in the standard wording prescribed by OSFI and must conform to the [General Guidelines for Use of Letters of Credit](#) as specified on OSFI's website. Letters of credit from associated unregistered reinsurers must be approved by OSFI in order to be recognized.

Letters of credits may be used to reduce capital otherwise required up to a prescribed limit and are subject to a capital charge as specified in OSFI's [MCT Guideline](#).

Affidavit Verifying Annual Return - (pages 99.10, 99.11 and 99.15)

The affidavit on page 99.10 must be signed by the President/CEO and another executive officer or director.

The affidavit on page 99.11 must be signed by the Chief Agent.

The affidavit on page 99.15 must be signed by the head office President / CEO.

Refer also to “Section IV - Detailed Instructions” for further details.

Federal (cont'd)

Electronic Filing

For electronic filing instructions, please refer to the [Regulatory Reporting System \(RRS\) – Manage Financial Returns User Guide](#) located on the OSFI website.

Filing Requirements

Federally regulated insurers							
P&C returns	Due dates	PwC			Other electronic file	Hard copy	Other comments
		XML file	Transmittal form	Special Excel file			
P&C Annual Filings (Core Financial (PC1), Supervisory Quarterly (PC2), Supervisory Annual Supplement (PC3) and special excel file (OSFI662))	Within 60 days	x		x			
P&C Quarterly (1Q) Filing (Core Financial (PC1), Supervisory Quarterly (PC2), Supervisory Annual Supplement (PC3) and special excel file (OSFI662) returns)	Within 45 days	x		x			
MCT/BAAT Annual Filing (PC4) and special excel file (xxx)	Within 60 days	x		x			
MCT/BAAT Quarterly Filing (PC4) and special excel file (xxx)	Within 45 days	x		x			
Auditor's Report to the Superintendent (OSFI625) - Canadian	Within 60 days				x		
Auditor's Report to the Superintendent (OSFI625) - Foreign	May 31				x		
Auditor's Report for the Minimum Capital Test (MCT) (OSFI650)	Within 60 days				x		

Federal (cont'd)

Filing Requirements (cont'd)

Federally regulated insurers							
P&C returns	Due dates	PwC			Other electronic file	Hard copy	Other comments
		XML file	Transmittal form	Special Excel file			
Auditor's Report for the Branch Adequacy of Assets Test (BAAT) (OSFI655)	May 31				x		
Appointed Actuary's Report (AAR) (OSFI605)	Within 60 days				x		
AAR – DCAT (OSFI610)	See comment				x		Earlier of: 30 days after presentation to the Board of Directors/ Chief Agent, and one year after fiscal year end.
AAR - External Review Report (OSFI615)	See comment				x		30 days after transmission to the Audit Committee or to the Chief Agent, as required.
Unpaid Claims and Loss Ratio exhibits (OSFI661)	Within 60 days				x		
Business plan (OSFI640)	Within 60 days				x*	1	
Annual Financial Statement to Shareholders (OSFI597)	See comment				x*	1	Due -15 days prior to the annual meeting date. If AGM is held by resolution in writing, due +30 days from resolution date. If electronic file is not available, one hard copy is required.

Federal (cont'd)

Filing Requirements (cont'd)

Federally regulated insurers							
P&C returns	Due dates	PwC			Other electronic file	Hard copy	Other comments
		XML file	Transmittal form	Special Excel file			
Earthquake Exposure Data Return (OSFI659)	May 31				x		XML format or manual entry via online RRS form.
ORSA Key Metric Report (OP)	Various				x		Due within 30 days of the Board of Director's review or the Chief Agent's signing off
Worldwide financial statements (OSFI645) - Foreign	Various				x*	1	

*Can be filed electronically if available.