



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



<b>Circular Letter (CL) No.:</b>	<b>2021-35</b>
<b>Date:</b>	<b>30 April 2021</b>
<b>Supplements:</b>	<b>IMC No. 4/93; CL No. 8-2000; CL No. 22-2011; CL No. 2015-04; and CL No. 2019-73</b>

### CIRCULAR LETTER

**TO : ALL NON-LIFE INSURANCE COMPANIES AND INSURANCE ADJUSTERS DOING BUSINESS IN THE PHILIPPINES**

**SUBJECT : ELECTRONIC SUBMISSION OF REPORTORIAL REQUIREMENTS ON FIRE AND MOTOR CAR POLICIES AND BONDS ISSUED, SALE OF VEHICLES ACQUIRED UNDER TOTAL LOSS CLAIM SUBROGATIONS, AND ADJUSTMENT CASES HANDLED**

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**WHEREAS**, Section 437 of the Amended Insurance Code, gives the Commissioner the authority to issue circulars as may be deemed necessary to secure the enforcement and efficient regulation of the insurance industry;

**WHEREAS**, Republic Act No. 11032 otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* provides guidelines for government agencies to ensure the timely and efficient delivery of government services;

**WHEREAS**, the Insurance Commission issued a Circular Letter No. 2014-15 dated 15 May 2014 entitled "Fees and Charges" which imposes penalties for the delay in the submission of these reportorial requirements;

**WHEREAS**, in line with the digitalization initiatives of the Insurance Commission, an online submission portal, Rating Online Submission System (ROSS) was created to accommodate electronic submission of reportorial requirements;

**WHEREAS**, there is a need to provide updated and consolidated guideline on the electronic submission of reports required through Advisory No. 12-2019 and Advisory No. 26-2020 as well as the electronic submission of annual report on fire and motor car policies and bonds issued.

**NOW, THEREFORE**, pursuant to the power and function of the Insurance Commissioner under Section 437 of the Amended Insurance Code, the following guidelines are hereby promulgated and adopted:

## **SECTION 1. COVERAGE**

This Circular Letter shall apply to the following regulated entities on the submission of reports, to wit:

- 1.1. Non-life insurance companies
  - 1.1.1. Reports on Bonds Issued in Favor of the Government required in CL No. 2015-04
  - 1.1.2. Reports on Judicial Bonds Issued required in CL No. 08-2000
  - 1.1.3. Reports on Sale and Disposition of Vehicles Acquired Under Total Loss Claim Subrogation required in CL No. 22-2011
  - 1.1.4. Annual Report on Fire and Motor Car Policies and Bonds Issued required in CL No. 2019-73
- 1.2. Adjustment companies
  - 1.2.1. Quarterly Reports of Adjustment Cases required in IMC No. 4/93

## **SECTION 2. OBJECTIVES**

This Circular aims to update, consolidate and supplement the guidelines and procedures reflected in the circular and advisories issued which require that the reportorial requirements be electronically submitted, thus, delivering timely, simplified and efficient services for our stakeholders.

## **SECTION 3. ONLINE SUBMISSION**

The report submissions under Section 1 of this Circular Letter shall be encrypted and uploaded into the Rating Online Submission System (ROSS) using the URL <https://onlinesubmission.insurance.gov.ph/rating/login>.

The online submission system users for each report are required to register by submitting an application form specifying for which report will the account be created. The duly accomplished application form together with the supporting documents shall be submitted through email to [rating@insurance.gov.ph](mailto:rating@insurance.gov.ph). Existing registered online submission system user of a report need not resubmit application form for that report. The System User Application Form is attached to this circular.

## **SECTION 4. REQUIREMENTS**

All the concerned regulated entities shall electronically submit the above stated reports with cover letter in Portable Document Format (PDF) and with electronic signature of company's authorized officer. The report submission must be in Excel file, whenever applicable, in the following reportorial requirements:

- 4.1. Reports on Bonds Issued in Favor of the Government (CL No. 2015-04)
  - 4.1.1. Report template for bonds issued in favor of the government

- under Advisory No. 12-2019
- 4.2. Reports on Judicial Bonds Issued (CL No. 8-2000)
    - 4.2.1. Report template for judicial bonds issued under Advisory No. 12-2019
  
  - 4.3. Reports on Sale and Disposition of Vehicles Acquired Under Total Loss Claim Subrogation (CL No. 22-2011)
    - 4.3.1. Report template for motor vehicles declared under total loss (Restorable) under Advisory No. 12-2019
    - 4.3.2. Report template for motor vehicles declared under total loss (Unrestorable) under Advisory No.12-2019
    - 4.3.3. Report template for restorable vehicles acquired under total loss subrogation (Sold) under Advisory No. 12-2019
  
  - 4.4 Annual Report on Fire and Motor Car Policies and Bonds Issued (CL No. 2019-73)
    - 4.4.1. Report template for fire policies issued for the year under Circular Letter No. 2019-73
    - 4.4.2. Report template for motor car policies issued for the year under Circular Letter No. 2019-73
    - 4.4.3. Report template for bonds issued for the year under Circular Letter No. 2019-73
    - 4.4.4. Summary of the report
    - 4.4.5. Notarized Deed of Undertaking
- Those companies that have already submitted their reports for CY 2019 and CY 2020 through USB, need not resubmit anymore.
- 4.5. Quarterly Reports of Adjustment Companies (IMC No. 4/93)
    - 4.5.1. Report template for all adjustment cases handled under Advisory No.26-2020

## **SECTION 5. REVIEW OF COMPLIANCE**

The template of the reports must be filled-up accurately and in accordance with the instructions stated in its respective circular/advisories, including the due dates of submissions. Non-compliance will be subjected to applicable penalties mentioned in CL No. 2014-15.

## **SECTION 6. SEPARABILITY CLAUSE**

If any provision of this Circular Letter shall be held unconstitutional or invalid, the other provisions not otherwise affected shall remain in full force and effect.

## **SECTION 7. REPEALING CLAUSE**

All circulars, rules and regulations or parts thereof, which are inconsistent with the provisions of this Circular are deemed repealed, superseded or modified accordingly.

**SECTION 8. EFFECTIVY CLAUSE**

This Circular shall take effect immediately.



**DENNIS B. FUNA**  
Insurance Commissioner





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**IC Rating Online Submission System**

Application Form for \_\_\_\_\_

**I. Type of Request:**

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

**II. Company Representative/User:**

Last Name:	
Middle Initial:	
First Name:	
Company:	
Department/Division:	
Position:	
Valid official email address: (e.g. j.cruz@bcompany.com.ph)	
Contact Number:	

**III. Supporting Documents:**

1. Photocopy of Company ID
2. COE (Certificate of Employment)

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

\_\_\_\_\_  
*Printed Name and Signature of  
 Company Representative*

Please wait for an email confirmation for your user credentials.

<p><b>Authorization:</b></p> <p>The above information has been authorized by _____  <i>(Name of Company)</i></p> <p>in relation to the transaction with the Insurance Commission (IC) on matters pertaining to the online submission of annual report on the fire and motor car policies and bonds issued.</p> <p>_____  <i>Printed Name and Signature of Authorized Officer        Position:</i></p>
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The information provided will be treated with utmost respect and confidentiality. Insurance Commission follows general principles and rules of Data Privacy protection in the Philippines.

Note: The authorized officer shall be the President or any authorized senior officer of the company with a rank of at least Vice President.