

**Notice of the Autorité des marchés financiers relating to filing of annual returns and other documents for the fiscal year ending October 31, 2012 – Damage (“P&C”) insurers licensed in Québec**

Under *An Act respecting insurance*, R.S.Q., 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 and within the prescribed time period, the documents and information required under the Act or requested by the AMF pursuant to specific provisions of the Act (the “required or requested documents and information”).

**All required or requested documents and information must be filed electronically via the AMF website using the File Transfer Service (“FTS”)<sup>1</sup>.**

See Appendix 1 attached to this Notice concerning specific AMF requirements.

**A complete set of paper copies of the signed documents must be kept at the insurer’s premises** so that they are available for examination by the AMF, if necessary.

**Administrative monetary sanctions**

Under section 405.1 of the Act, the AMF may impose an administrative sanction where any of the documents referred to in the Appendix are filed late or are not filed.

The *Notice of the Autorité des marchés financiers related to administrative monetary sanctions imposed for late filing of information or documents (sections 405.1 and following of An Act respecting insurance)*<sup>2</sup> (the “sanctions framework”) is posted on the AMF website at:  
<http://www.lautorite.gc.ca/en/right-practice-pro.html>.

We remind you that each insurer is responsible for ensuring that the AMF receives, **within the prescribed time periods**, all required or requested documents and information in all forms as required.

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<sup>1</sup> Decision no. 2012-PDG-0106 (in French only) dated June 5, 2012 and published in the AMF Bulletin of June 7, 2012, vol. 9, no. 23, section 5.6.

<sup>2</sup> Update published in the AMF Bulletin (in French only) dated June 7, 2012, vol. 9, no. 23, section 5.1.

## **Electronic submission of financial returns and other documents**

The *File Transfer Service (FTS) User Guide* explains the procedure for submitting data via the AMF website. To consult this guide, access the FTS and click on Help.

The *Guide – Specific File Transfer Service (FTS) Requirements* outlines the specific requirements of the *Direction principale de la surveillance des assureurs* (AMF Main Supervision of Insurers Section), including file names to be used. Please note that a revised version of the Guide will be available in November 2012.

The latest version of the Guide is available at <http://www.lautorite.qc.ca/en/financial-returns-pro.html>.

## **Further information**

Further information is available by sending an e-mail to [info-divulgations@lautorite.qc.ca](mailto:info-divulgations@lautorite.qc.ca).

October 25, 2012

**DOCUMENTS TO BE FILED BY P&C INSURERS  
LICENSED IN QUÉBEC  
FOR FISCAL YEAR ENDING OCTOBER 31, 2012**

**APPENDIX 1**

**FEDERAL P&C INSURERS**

Name of document	Unstructured Return Code	File Format	Due date
<p><b>1. P&amp;C-1 Annual Return, duly signed.</b></p> <p>The pdf file must be complete, in printable format, and conform with the "paper" version kept on file at the insurer's premises. It must include, among others, the following documents:</p> <ul style="list-style-type: none"> <li>- Annual corporate information (pages 10,16 and 10,17) <b>(new)</b></li> <li>- Corporate organization chart (page 10,30)</li> <li>- Statement of cash flows (page 20,52)</li> <li>- Notes to the financial statements (page 20,60)</li> <li>- Duly <b>signed</b> Auditor's report (page 20,70)</li> <li>- Duly <b>signed</b> Appointed actuary's report (page 20,80)</li> <li>- Duly <b>signed</b> Certification by director's (page 99,10)</li> <li>- Duly <b>signed</b> Auditor's report on MCT <b>(new)</b></li> </ul> <p>Hyperlink to instructions and updated form: <a href="http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?DetailID=671">http://www.osfi-bsif.gc.ca/osfi/index_e.aspx?DetailID=671</a></p>	-	pdf	December 31, 2012
<b>2. P&amp;C-1 Annual Return.</b>	-	excel ASCII	December 31, 2012
<p><b>3. Attestation of Compliance of Versions (P&amp;C-1), duly signed.</b> <a href="http://www.lautorite.qc.ca/en/financial-returns-pro.html">http://www.lautorite.qc.ca/en/financial-returns-pro.html</a></p>	110	pdf	December 31, 2012
<p><b>4. Copy of major letters of credit and confirmations from trustees of deposits held for the account of the insurer reported on page 70.38 of the annual return. These confirmations must include the following or similar wording: "We confirm that we are holding deposits on behalf of (name of insurer) in the amount of \$____ for the account of (name of reinsurer) as at October 31, 2012." (if applicable).</b></p>	180	pdf	December 31, 2012
<p><b>5. Business Plan for the year 2013. The Business Plan should include a forecast of the Balance Sheet, the Income Statement and the Minimum Capital Test (MCT).</b></p>	190	pdf	December 31, 2012
<p><b>6. Audited consolidated financial statements presented to shareholders or members with the auditor's report, duly signed ("Official" version).</b></p>	200	Searchable pdf file	December 31, 2012 <b>(new)</b>
<p><b>7. Annual report prepared for shareholders or members (if applicable), as soon as possible.</b></p>	200	pdf	
<p><b>8. Financial statements of the insurer, and subsidiaries, affiliates and other consolidated entities in which the insurer has an ownership interest (if applicable).</b></p>	300	Searchable pdf file	December 31, 2012
<p><b>9. Appointed actuary's report on policy liabilities, including certificate, duly signed.</b></p>	400	Searchable pdf file	December 31, 2012
<p><b>10. Data from the Unpaid Claims and Loss Ratio Exhibits.</b> <a href="http://www.lautorite.qc.ca/en/policy-liabilities-report-pro.html">http://www.lautorite.qc.ca/en/policy-liabilities-report-pro.html</a></p>	-	ASCII	December 31, 2012
<p><b>11. Peer review - Appointed actuary's report.</b></p>	440	pdf	<b>Note 1</b>
<p><b>12. Dynamic Capital Adequacy Testing - DCAT, duly signed.</b> (The updated instructions will be available on the AMF Website at the latest March 2013).</p>	500	Searchable pdf file	October 31, <b>2013</b>
<p><b>13. Excel File related to certain DCAT data.</b></p>	510	excel	October 31, <b>2013</b>
<p><b>14. Peer review - DCAT.</b></p>	520	pdf	<b>Note 1</b>
<p><b>15. Earthquake Exhibits (excel) or a pdf signed letter confirming no exposure in respect of earthquake.</b> <a href="http://www.lautorite.qc.ca/en/earthquake-pro.html">http://www.lautorite.qc.ca/en/earthquake-pro.html</a></p>	740	.xls/.xlsx or pdf	April 15, <b>2013</b>

**Note 1 : 30 days after transmission to the Audit Committee or the Chief Representative in Canada.**