

**Notice of the Authority relating to filing of interim returns and other documents for the half year ending June 30, 2015 – Damage (“P&C”) insurers licensed in Quebec**

Under *An 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 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 attached to this Notice concerning specific AMF requirements for the filing of June 30, 2015 for insurers and reinsurers.

**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**

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.

Under section 405.1 of the Act, the AMF may impose an administrative sanction where any of the documents referred to in the Appendices 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 the Act )*<sup>2</sup> (the “sanctions framework”) is posted on the AMF website at: <http://www.lautorite.qc.ca/en/right-practice-pro.html>

**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.

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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.

The *Guide – Specific File Transfer Service (FTS) Requirements* (the “guide of specific requirements”) contains instructions from the *Direction principale de la surveillance des assureurs et du contrôle du droit d’exercice* (Senior Direction, Supervision of Insurers and Control of Right to Practise), such as the appropriate file naming convention.

***Please note that the guide of specific requirements does not list the required or requested documents and information and the dates by which they are to be filed.***

The guide of specific requirements is available on the AMF website 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)

June 11, 2015

**DOCUMENTS TO BE FILED BY DAMAGE INSURERS AND REINSURERS**  
**LICENSED IN QUEBEC**  
**REQUIRED FOR THE HALF YEAR ENDING JUNE 30, 2015**

**APPENDIX**

<b>QUEBEC</b>	<b>Unstructured Return Code</b>	<b>File Formats</b>	<b>Due date</b>
<b>1. P&amp;C Interim Return, <u>duly signed</u></b> 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: - Corporate information (pages 10,15 and 10,17)	-	pdf	August 14, 2015
<b>2. P&amp;C Interim Return.</b>	-	Excel, ASCII	August 14, 2015
<b>3. Attestation of Compliance of Versions (P&amp;C) - Interim return, <u>duly signed</u></b> <a href="http://www.lautorite.qc.ca/en/financial-returns-pro.html">http://www.lautorite.qc.ca/en/financial-returns-pro.html</a>	110	pdf	August 14, 2015

<b>FEDERAL AND EXTRA-PROVINCIAL</b>	<b>Unstructured Return Code</b>	<b>File Formats</b>	<b>Due date</b>
<b>1. P&amp;C Interim Return, <u>duly signed</u></b> The pdf file must be complete, in printable format, and conform with the "paper" version kept on file at the insurer's premises.	-	pdf	August 14, 2015
<b>2. P&amp;C Interim Return.</b>	-	Excel, ASCII	August 14, 2015
<b>3. Attestation of Compliance of Versions (P&amp;C) - Interim return, <u>duly signed</u></b> <a href="http://www.lautorite.qc.ca/en/financial-returns-pro.html">http://www.lautorite.qc.ca/en/financial-returns-pro.html</a>	110	pdf	August 14, 2015

<b>FOREIGN</b>	<b>Unstructured Return Code</b>	<b>File Format</b>	<b>Due date</b>
<b>1. P&amp;C Interim Return, <u>duly signed</u></b> The pdf file must be complete, in printable format, and conform with the "paper" version kept on file at the insurer's premises.	-	pdf	August 14, 2015
<b>2. P&amp;C Interim Return.</b>	-	Excel, ASCII	August 14, 2015
<b>3. Attestation of Compliance of Versions (P&amp;C) - Interim return, <u>duly signed</u></b> <a href="http://www.lautorite.qc.ca/en/financial-returns-pro.html">http://www.lautorite.qc.ca/en/financial-returns-pro.html</a>	110	pdf	August 14, 2015