

Notice of the Authority relating to filing of interim return and other documents for the half year ending June 30, 2018 – 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 E-Services.

See Appendix attached to this Notice concerning specific AMF requirements for the filing of June 30, 2018.

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 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 the Act)* is posted on the AMF website at:

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

Electronic submission of financial returns and other documents

The *E-Services Disclosure Guide (Insurers)* explains the procedure for submitting financial returns and other documents via the AMF E-Services and gives instructions such as the appropriate file naming convention. To consult this guide, access the AMF website at:

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

Please note that the *E-Services Disclosure Guide (Insurers)* does not list the required or requested documents and information and the dates by which they are to be filed.

Further information:

Further information is available by sending an e-mail to Info-Divulgations@lautorite.qc.ca.

June 28, 2018

**DAMAGE INSURERS AND REINSURERS
LICENSED IN QUEBEC
DOCUMENTS REQUIRED FOR THE HALF YEAR ENDING JUNE 30, 2018**

APPENDIX

QUEBEC	Unstructured Return Code	File Formats	Due date
1. P&C Interim Return, <u>duly signed</u> . 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, 2018
2. P&C Interim Return.	-	Excel	August 14, 2018
3. Attestation of Compliance of Versions - Interim return, <u>duly signed</u> . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	110	pdf	August 14, 2018

FEDERAL AND EXTRA-PROVINCIAL	Unstructured Return Code	File Formats	Due date
1. P&C Interim Return, <u>duly signed</u> . 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, 2018
2. P&C Interim Return.	-	Excel	August 14, 2018
3. Attestation of Compliance of Versions - Interim return, <u>duly signed</u> . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	110	pdf	August 14, 2018
4. MI Form (Mortgage Insurers Capital Adequacy Test - MICAT), <u>duly signed</u> . 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, 2018 *New
5. MI Form (Mortgage Insurers Capital Adequacy Test - MICAT)	-	Excel	August 14, 2018 *New
6. Attestation of Compliance of Versions - MI Form, <u>duly signed</u> .	110	pdf	August 14, 2018 *New

FOREIGN	Unstructured Return Code	File Format	Due date
1. P&C Interim Return, <u>duly signed</u> . 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, 2018
2. P&C Interim Return.	-	Excel	August 14, 2018
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***Mortgage insurers are required to file their capital adequacy test using the new MI Form.**