

Notice of the Authority relating to filing of annual return and other documents for the fiscal year ending October 31, 2018 – Damage (“P&C”) insurers licensed in Québec

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 the Appendices attached to this Notice concerning specific AMF requirements for the filing of documents for the fiscal year ending October 31, 2018.

A complete set of 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)* is posted on the AMF website at:

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

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.

October 25, 2018

**DAMAGE INSURERS
LICENSED IN QUEBEC
DOCUMENTS REQUIRED FOR FISCAL YEAR ENDING OCTOBER 31, 2018**

APPENDIX

QUEBEC	Unstructured Return Code	File Format	Due date
1. P&C Annual Return.	-	Excel	December 31, 2018
2. P&C Annual Return, duly signed . The pdf file must be complete, in printable format, and conform with the version kept on file at the insurer's premises.	-	pdf	December 31, 2018
3. Independent auditor's report on the Minimum Capital Test (MCT), duly signed .	-	pdf	January 31, 2019
4. Attestation of Compliance of Versions - Annual Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	110	pdf	December 31, 2018
5. Copy of major letters of credit and confirmations from trustees of deposits held for the account of the insurer reported on page 70.60 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, 2018." (if applicable)	180	pdf	December 31, 2018
6. Business Plan for the year 2019. The Business Plan should include a forecast of the Balance Sheet and the Income Statement and the Minimum Capital Test. (MCT)	190	pdf	December 31, 2018
7. Audited financial statements presented to shareholders or members, duly signed . ("Official" version)	200	Searchable pdf file	December 31, 2018
8. Annual report prepared for shareholders or members as soon as possible. (if applicable)	200	pdf	
9. Non-consolidated financial statement of the insurer, subsidiaries, affiliates and joint ventures in which the insurer has an ownership interest. (if applicable)	300	pdf	December 31, 2018
10. Appointed actuary's report on policy liabilities, including certificate, duly signed .	400	Searchable pdf file	December 31, 2018
11. Data from the Unpaid Claims and Loss Ratio Exhibits. https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	-	Excel	December 31, 2018
12. Peer review - Appointed actuary's report.	440	pdf	Note 1
13. Dynamic Capital Adequacy Testing - DCAT, duly signed . (The updated instructions will be available on the AMF Website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	500	Searchable pdf file	October 31, 2019
14. Excel File containing certain DCAT data. (The Excel file will be available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	510	Excel	October 31, 2019
15. Peer review - DCAT. (if applicable)	520	pdf	Note 1
16. Reinsurance coverage notes relating to all reinsurance treaties or arrangements effective in 2019. (if applicable)	590	pdf	December 31, 2018
17. Earthquake Exposure Data Form. (This form must be completed regardless of whether the company has earthquake exposure or not.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	740	Excel	April 15, 2019
18. Ethics committee report.	760	pdf	December 31, 2018

Note 1 : 30 days after transmission to the Audit Committee.

**DAMAGE INSURERS
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DOCUMENTS REQUIRED FOR FISCAL YEAR ENDING OCTOBER 31, 2018**

APPENDIX

FEDERAL	Unstructured Return Code	File Format	Due date
1. P&C Annual Return.	-	Excel	December 31, 2018
2. P&C Annual Return, duly signed . The pdf file must be complete, in printable format, and conform with the version kept on file at the insurer's premises.	-	pdf	December 31, 2018
3. Independent auditor's report on the Minimum Capital Test (MCT), duly signed .	-	pdf	January 31, 2019
4. Attestation of Compliance of Versions- Annual Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	110	pdf	December 31, 2018
5. Copy of major letters of credit and confirmations from trustees of deposits held for the account of the insurer reported on page 70.60 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, 2018." (if applicable).	180	pdf	December 31, 2018
6. Business Plan for the year 2019. The Business Plan should include a forecast of the Balance Sheet, the Income Statement and the Minimum Capital Test (MCT).	190	pdf	December 31, 2018
7. Audited consolidated financial statements presented to shareholders or members, duly signed ("Official" version).	200	Searchable pdf file	December 31, 2018
8. Annual report prepared for shareholders or members (if applicable), as soon as possible.	200	pdf	
9. Non-consolidated financial statement of the insurer, subsidiaries, affiliates and joint ventures in which the insurer has an ownership interest. (if applicable)	300	pdf	December 31, 2018
10. Appointed actuary's report on policy liabilities, including certificate, duly signed .	400	Searchable pdf file	December 31, 2018
11. Data from the Unpaid Claims and Loss Ratio Exhibits. https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	-	Excel	December 31, 2018
12. Peer review - Appointed actuary's report.	440	pdf	Note 1
13. Dynamic Capital Adequacy Testing - DCAT, duly signed .	500	Searchable pdf file	October 31, 2019
14. Excel File related to certain DCAT data. (The Excel file that must be used will be available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	510	Excel	October 31, 2019
15. Peer review - DCAT.	520	pdf	Note 1
16. Earthquake Exposure Data Form. (This form must be completed regardless of whether the company has earthquake exposure or not.)	740	Excel	May 31, 2019

Note 1 : 30 days after transmission to the Audit Committee.