

Notice relating to the filing of the annual return and other documents for the fiscal year ending October 31, 2023 – Insurers of persons (life and health insurers) authorized to carry on activities in Québec

Under the *Insurers Act*, CQLR, c. A-32.1 (the « Act »), every authorized insurer must prepare and send the *Autorité des marchés financiers* (the « AMF »), according to the form, content and date the AMF determines, the documents and information provided under the Act or requested by the AMF (the « required documents and information »).

All required documents and information must be filed electronically via AMF E-Services.

See the Appendices attached to this Notice detailing specific requirements for the documents to be filed for the fiscal year ending October 31, 2023.

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

Monetary administrative penalties

We remind you that each insurer is responsible for ensuring that the AMF receives, on the dates it determines, all required documents and information.

Pursuant to sections 491 and following of the Act, monetary administrative penalties may be imposed if an authorized insurer fails to send the required documents and information to the AMF or if they are incomplete or filed late or if it refuses to communicate or provide access to the documents.

Electronic submission of financial returns and other documents

The *E-Services Disclosure Guide (Insurers)* explains the procedure for submitting files via AMF E-Services and provides instructions for, among other things, naming files. The guide is available on the AMF website at:

<https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/>

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

Further information :

For further information, send an e-mail to Info-Divulgations@lautorite.qc.ca.

October 26, 2023

**INSURERS AND REINSURERS OF PERSONS
AUTHORIZED TO CARRY ON ACTIVITIES IN QUÉBEC
DOCUMENTS REQUIRED FOR FISCAL YEAR ENDING OCTOBER 31, 2023**

APPENDIX 1

QUÉBEC CHARTER			
Business corporation, Mutual Company, Mutual benefit association	Return Code	File Format	<u>Deadline</u> Number of days following the fiscal year end / Due date
1. LIFE Annual Return.	-	Excel	60 days
2. LIFE Annual Return, duly signed . - Duly signed Affidavit verifying Annual Return (page 10.005) - Annual corporate information (pages 10.010 to 10.014) - Corporate organization chart (page 10.040) - Statement of cash flows (page 20.050) - Notes to the audited financial statements (page 20.060) - Duly signed independent auditor's report to AMF covering pages 20.010 through 20.060 and 60.010 (page 20.070) - Duly signed Appointed Actuary's Certificate (page 20.085)	-	PDF	60 days
3. Attestation of Compliance of Versions - Annual Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/(Forms and instructions)	110	PDF	60 days
4. Business Plan for the year 2024, including a forecast of the Balance Sheet and the Income Statement.	190	PDF	60 days
5. Audited financial statements presented to shareholders or members, duly signed . (« Official » version).	200	Searchable PDF file	60 days
6. Annual report prepared for shareholders or members, as soon as possible. (if applicable)	200	PDF	
7. Non-consolidated financial statements of the insurer, subsidiaries, associates and joint ventures, in which the insurer holds an interest. (if applicable)	300	PDF	60 days
8. Appointed actuary's report on policy liabilities, including certificate, duly signed . (The actuary's guide is available on the AMF website) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	400	Searchable PDF file	60 days
9. Excel file - Report on policy liabilities (The file is available on the AMF website) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	410	Excel	60 days
10. Peer review - Appointed actuary's report. (if applicable)	440	PDF	Note 1
11. Financial Condition Testing report - FCT, duly signed . (The actuary's guide will be available on the AMF website by March 2024.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	500	Searchable PDF file	October 31, 2024
12. Excel File - Financial Condition Testing report. (The Excel file will be available on the AMF website by March 2024.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	510	Excel	October 31, 2024
13. Peer review - FCT. (if applicable)	520	PDF	Note 1
14. Capital Adequacy Requirements - Life and Health Insurance (CARLI).	-	Excel	60 days
15. Capital Adequacy Requirements - Life and Health Insurance (CARLI), duly signed . It must include the independent auditor's report.*	-	PDF	90 days
16. Attestation of Compliance of Versions - CARLI, duly signed . (The Attestation must be dated and signed further to the issue of the auditor's report.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/(Forms and instructions)	710	PDF	90 days
17. Appointed actuary's report on Capital Adequacy Requirements Guideline, duly signed .	720	PDF	60 days
18. Peer Review - CARLI. (if applicable)	735	PDF	Note 1
19. Ethics committee report, duly signed .	760	PDF	60 days

Note 1 : 30 days after transmission to the Audit Committee

* The CARLI ratios should be audited annually by the auditor charged with the functions provided for in Chapter VII of Title II of the *Insurers Act*, CQLR, c. A-32.1. The audit report on the CARLI ratios should be separate from the auditor's report accompanying the Life annual return filed with the AMF. The audit should be conducted in accordance with the standards for audit engagements established by the Canadian Auditing and Assurance Standards Board. The auditor's opinion should address compliance with the CARLI guideline as at the time the CARLI ratios presented on page 10.100 of the CARLI return is determined.

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QUÉBEC CHARTER			
Funeral Insurance Companies	Return Code	File Format	<u>Deadline</u> Number of days following the fiscal year end / Due date
1. S-20 Annual Return. Hyperlink to instructions and updated form: https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/ (Forms and instructions)	-	Excel	60 days
2. S-20 Annual Return, duly signed. <ul style="list-style-type: none"> - Annual corporate information (pages 0100 to 0140) - Duly signed independent auditor's report to AMF (page 0600) - Duly signed appointed actuary's report (page 0900) - Duly signed Certification by directors (page 1000) 	-	PDF	60 days
3. Attestation of Compliance of Versions - S-20 Form, duly signed. https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/ (Forms and instructions)	110	PDF	60 days
4. Annual report or Audited financial statements presented to members, duly signed. (« Official » version)	200	Searchable PDF file	60 days
5. Appointed actuary's report on policy liabilities, including certificate, duly signed.	400	Searchable PDF file	60 days
6. Amended or new reinsurance agreements.	580	PDF	60 days

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APPENDIX 2

CANADIAN CHARTER EXTRA-PROVINCIAL CHARTER			
Business corporation, Mutual Company, Mutual benefit association	Return Code	File Format	Deadline Number of days following the fiscal year end / Due date
1. LIFE Annual Return.	-	Excel	60 days
2. LIFE Annual Return, duly signed . <ul style="list-style-type: none"> - Duly signed Certification by directors (page 10.000) - Duly signed Affidavit verifying Annual Return (page 10.005) - Annual corporate information (pages 10.010 à 10.014) - Corporate organization chart (page 10.040) - Statement of cash flows (page 20.050) - Notes to the audited financial statements (page 20.060) - Duly signed independent Auditor's report to primary regulator covering pages 20.010 through 20.060 (page 20.070) - Duly signed Appointed Actuary's Certificate (page 20.080) 	-	PDF	60 days
3. Attestation of Compliance of Versions - Annual Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/ (Forms and instructions)	110	PDF	60 days
4. Audited financial statements presented to shareholders or members, duly signed . (« Official » version).	200	Searchable PDF file	60 days
5. Annual report prepared for shareholders or members, as soon as possible. (if applicable)	200	PDF	
6. Appointed actuary's report on policy liabilities, including certificate, duly signed .	400	Searchable PDF file	60 days
7. Excel file - Report on policy liabilities. (Non-Quebec chartered insurers) (The file is available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	410	Excel	60 days
8. Excel file containing certain data in appointed actuary's report on policy liabilities. (The Excel file that you will submit to your primary regulator.)	420	Excel	60 days
9. Peer review - Appointed actuary's report.	440	PDF	Note 1
10. Financial Condition Testing report - FCT, duly signed .	500	Searchable PDF file	October 31, 2024
11. Excel File - Financial Condition Testing report. (The Excel file will be available on the AMF website by March 2024.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/	510	Excel	October 31, 2024
12. Peer review - FCT.	520	PDF	Note 1
13. Life Insurance Capital Adequacy Test (LICAT)	-	Excel	60 days
14. Life Insurance Capital Adequacy Test (LICAT), duly signed . It must include the independent auditor's report.	-	PDF	90 days
15. Attestation of Compliance of Versions - LICAT, duly signed . (The Attestation must be dated and signed further to the issue of the auditor's report.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/insurance-of-persons-life-and-health/ (Forms and instructions)	710	PDF	90 days
16. Appointed actuary's report on Capital Adequacy Requirements Guideline, duly signed .	720	PDF	60 days
17. Peer Review - LICAT.	735	PDF	Note 1

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