

Notice relating to the filing of the annual return and other documents for the fiscal year ending October 31, 2024 – Damage (« P&C ») insurers authorized to carry on activities in Québec

Under the *Insurers Act*, CQLR, c. 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, 2024.

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/pc-insurance/>

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 24, 2024

**DAMAGE INSURERS AND REINSURERS
AUTHORIZED TO CARRY ON ACTIVITIES IN QUÉBEC
DOCUMENTS REQUIRED FOR FISCAL YEAR ENDING OCTOBER 31, 2024**

APPENDIX 1

QUÉBEC CHARTER			
Business Corporation, Mutual company member of a federation, Mutual company and Reciprocal Union	Return Code	File Format	Deadline Number of days following the fiscal year end / Due date
• P&C Annual Return (PC1/PC2/PC3/PCPROV).	-	Excel	60 days
• P&C Annual Return (PC1/PC2/PC3/PCPROV), duly signed . - Annual corporate information (pages 10.10 to 10.17) - if applicable - Corporate organization chart (page 10.30) - Statement of cash flows (page 20.52) - Notes to the audited financial statements (page 20.60) - Duly signed Affidavit verifying Annual Return - President/Chief Executive Officer (page 99.10) - Duly signed Affidavit verifying Annual Return - Directors (page 99.20)	-	PDF	60 days
• Duly signed independent auditor's report to AMF covering pages 20.10, 20.11 and 20.22 through 20.60 (excluding the Liability Roll Forward pages).	-	PDF	60 days
• Attestation of Compliance of Versions - P&C Annual Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	110	PDF	60 days
• P&C Minimum Capital Test - MCT (PC4) and Branch Adequacy of Assets Test - BAAT (PC4).	-	Excel	60 days
• P&C Minimum Capital Test - MCT (PC4) and Branch Adequacy of Assets Test - BAAT (PC4), duly signed . It must include the independent auditor's report.*	-	PDF	90 days
• Attestation of Compliance of Versions - MCT/BAAT Return, duly signed . https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions)	710	PDF	90 days
• 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, 2024. (if applicable)	180	PDF	60 days
• Business Plan for the year 2025, including a forecast of the Balance Sheet, the Income Statement and the Minimum Capital Test. (MCT)	190	PDF	60 days
• Audited financial statements presented to shareholders or members, duly signed . ("Official" version)	200	Searchable PDF file	60 days
• Annual report prepared for shareholders or members as soon as possible. (if applicable)	200	PDF	
• Non-consolidated financial statement of the insurer, subsidiaries, associates and joint ventures in which the insurer holds an interest. (if applicable)	300	PDF	60 days
• Appointed actuary's Liability Report, including certificate, duly signed .	400	Searchable PDF file	60 days
• Excel File - Supplementary Tables - Appointed Actuary's Report. (The file is available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	410	Excel	60 days
• Unpaid Claims and Loss Ratio Analysis Exhibits.	-	Excel	60 days
• Peer review - Appointed actuary's report. (if applicable)	440	PDF	Note 1
• Financial Condition Testing report - FCT, 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, 2025
• Excel File - Financial Condition Testing report - FCT. (The file will be available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/	510	Excel	October 31, 2025
• Peer review - FCT. (if applicable)	520	PDF	Note 2
• Reinsurance coverage notes relating to all reinsurance treaties or arrangements effective in 2025. (if applicable)	590	PDF	60 days
• Ethics committee report, duly signed .	760	PDF	60 days

Note 1: no later than 30 days after release of the AA's report on the work reviewed.

Note 2 : no later than December 31.

*The MCT ratio should be audited annually by an auditor. The audit report on the MCT ratio should be separate from the auditor's report accompanying the P&C 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 MCT guideline as at the time the MCT ratio presented on page 10.00 of the MCT return.

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DOCUMENTS REQUIRED FOR THE FISCAL YEAR ENDING OCTOBER 31, 2024**

APPENDIX 2

CANADIAN CHARTER EXTRA-PROVINCIAL CHARTER			
Business Corporation, Mutual company and Reciprocal Union	Return Code	File Format	Deadline Number of days following the fiscal year end / Due date
<ul style="list-style-type: none"> • P&C Annual Return (PC1/PC2/PC3/PCPROV). 	-	Excel	60 days
<ul style="list-style-type: none"> • P&C Annual Return (PC1/PC2/PC3/PCPROV), duly signed. <ul style="list-style-type: none"> - Annual corporate information (pages 10.10 to 10.15) - Corporate organization chart (page 10.30) - Statement of cash flows (page 20.52) - Notes to the audited financial statements (page 20.60) - Duly signed Affidavit verifying Annual Return - President/Chief Executive Officer (page 99.10) - Duly signed Affidavit verifying Annual Return - Directors (page 99.20) 	-	PDF	60 days
<ul style="list-style-type: none"> • Duly signed independent auditor's report to AMF covering pages 20.10, 20.11 and 20.22 through 20.60 (excluding the Liability Roll Forward pages). 	-	PDF	60 days
<ul style="list-style-type: none"> • Attestation of Compliance of Versions - P&C Annual Return, duly signed. https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions) 	110	PDF	60 days
<ul style="list-style-type: none"> • P&C Minimum Capital Test - MCT (PC4) and Branch Adequacy of Assets Test - BAAT (PC4). 	-	Excel	60 days
<ul style="list-style-type: none"> • P&C Minimum Capital Test - MCT (PC4) and Branch Adequacy of Assets Test - BAAT (PC4), duly signed. It must include the independent auditor's report.* 	-	PDF	90 days
<ul style="list-style-type: none"> • Attestation of Compliance of Versions - MCT/BAAT Return, duly signed. https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ (Forms and instructions) 	710	PDF	90 days
<ul style="list-style-type: none"> • 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, 2024.» (if applicable) 	180	PDF	60 days
<ul style="list-style-type: none"> • Audited financial statements presented to shareholders, members or persons in the reciprocal union, duly signed. (« Official » version) 	200	Searchable PDF file	60 days
<ul style="list-style-type: none"> • Annual report prepared for shareholders or members, as soon as possible. (if applicable) 	200	PDF	
<ul style="list-style-type: none"> • Appointed actuary's Liability Report, including certificate, duly signed. 	400	Searchable PDF file	60 days
<ul style="list-style-type: none"> • Supplementary Tables submitted to your primary regulator - Appointed actuary's Report. 	410	Excel	60 days
<ul style="list-style-type: none"> • Unpaid Claims and Loss Ratio Analysis Exhibits. 	-	Excel	60 days
<ul style="list-style-type: none"> • Peer review - Appointed actuary's report. (if applicable) 	440	PDF	Note 1
<ul style="list-style-type: none"> • Financial Condition Testing report - FCT, duly signed. 	500	Searchable PDF file	October 31, 2025
<ul style="list-style-type: none"> • Excel File - Financial Condition Testing report - FCT. (The file will be available on the AMF website.) https://lautorite.qc.ca/en/professionals/insurers/disclosures/pc-insurance/ 	510	Excel	October 31, 2025
<ul style="list-style-type: none"> • Peer review - FCT. (if applicable) 	520	PDF	Note 2

Note 1 : no later than 30 days after release of the AA's report on the work reviewed.

Note 2 : no later than December 31.