
Filing requirements of insurance entities supervised by the Superintendent of Insurance of Alberta

Updated April 1, 2021

All Insurance Entities supervised by the Alberta Superintendent of Insurance (“Superintendent”), including (collectively defined as “Provincially Regulated Insurance Entities”):

- Provincially Incorporated Property & Casualty Insurance Companies;
- Provincially Incorporated Life Insurance Companies;
- Reciprocal Insurance Exchanges either formed under the Insurance Act or who have transferred to Alberta such that Alberta is their primary regulator; and
- Applicable Exempt Entities



must file a number of documents on a consistent basis, in order to fulfill the statutory requirements of the Superintendent.

This document communicates the annual, quarterly, monthly, and other statutory filing requirements filed on a consistent basis for Provincially Regulated Insurance Entities, along with the appropriate deadlines. It should be noted that the information displayed here only acts as a guideline for the consistent filing requirements of the Superintendent and should not be used as a replacement for active review of all statutory filing requirements.

The Superintendent only accepts electronic filings. [Click here for the website](#). As such, all inquiries relating to these filings should be addressed to Office of the Superintendent at tbf.insurance-licens@gov.ab.ca or 780-415-6496.

Annual requirements

Pursuant to sections 44 and 50 (Insurance Companies) and sections 91 and 105.1 (Reciprocal Insurance Exchanges) of the *Insurance Act* (the “Act”), Provincially Incorporated Insurance Companies and Reciprocal Insurance Exchanges must file the annual requirements noted below in accordance with the timing requirements listed within the applicable legislation. Applicable Exempt Entities should refer to their guiding legislation and regulation to determine the appropriate filing deadlines.

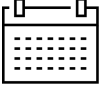
Due Date	Documentation Required	Format	P&C Insurance Companies	Life Insurance Companies	Reciprocal Insurance Exchanges
Insurance Companies Within 60 days after the end of the financial year in respect of which the return is prepared  File annual requirements reminder – Insurance company.ics	Appointed Actuary’s Report	PDF Preferred	✓	✓	✓
	External Peer Review Report (for the Valuation of Policy Liabilities and if applicable, Financial Condition Testing)	PDF Preferred	✓	✓	✓ If requested
	Consolidated Audited Financial Statements (Also parent and subsidiary audited financial statements, if applicable)	PDF Preferred	✓	✓	✓
Reciprocal Insurance Exchanges By the last day of the following February for the calendar year of which the return is prepared  File annual requirements with Superintendent – Reciprocal.ics	Auditor’s Report to the Superintendent	PDF Preferred	✓	✓	Optional ¹
	Auditor’s Report for: <ul style="list-style-type: none"> • Minimum Capital Test (“MCT”); or • Life Insurance Capital Adequacy Test (“LICAT”) 	PDF Preferred	✓	✓	Optional ¹
	Investment Account Statements (reconciled to the P&C or Life Return)	PDF Preferred	✓	✓	✓
	P&C or Life & LICAT Fourth Quarter Return and Annual Supplement ²	ACSII and Special Excel	✓	✓	✓
	Signed Affidavit Verifying Fourth Quarter Return & Annual Supplement	PDF Preferred	✓	✓	✓
	Reserve & Guarantee Fund Worksheet	PDF Preferred	Not applicable	Not applicable	✓

¹ As of January 1, 2021, the documentation required has become optional

² See attached schedule for optional reporting pages applicable to P&C-1 and LIFE/LICAT. Insurers may contact the Office of the Superintendent at tbf.insurance-licens@gov.ab.ca with specific questions regarding P&C and/or LIFE reporting.

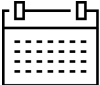
Pursuant to section 50 of the Act, Provincially Incorporated Insurance Companies are required to file the documentation listed below. With the exception of the Anti-Terrorism Financing Report, Reciprocal Insurance Exchanges that are required to submit quarterly and monthly reporting to another regulator must submit the information below for the Superintendent's review in accordance with section 105.1 of the Act.

Quarterly Requirements

Due Date	Documentation Required	Format	P&C Insurance Companies	Life Insurance Companies	Reciprocal Insurance Exchanges
May 15th August 15th November 15th	Investment Account Statements (reconciled to the P&C or Life Return)	PDF Preferred	✓	✓	If requested
 <p>File quarterly requirements with superintendent.ics</p>	P&C or Life & LICAT Quarter Return ³	ACSII and Special Excel	✓	✓	If requested
	Signed Affidavit Verifying Quarterly Return	PDF Preferred	✓	✓	If requested

³ See attached schedule for optional reporting pages applicable to P&C-1 and LIFE/LICAT. Insurers may contact the Office of the Superintendent at tbfi.insurance-licens@gov.ab.ca with specific questions regarding P&C and/or LIFE reporting.

Monthly Requirements

Due Date	Documentation Required	Format	P&C Insurance Companies	Life Insurance Companies	Reciprocal Insurance Exchanges
Fifteenth (15th) day of the month following the reporting month	Anti-Terrorism Financing Report	PDF Preferred	✓	✓	✓
 <p>File anti-terrorism financing report with the superintendent.ics</p>					
The end of the month following the reporting month, with the following exceptions: <ul style="list-style-type: none"> • JAN due MAR 31st • SEP due NOV 15th • MAR due MAY15th • DEC due FEB 28th • JUN due AUG 15th 	Monthly Interim Internal Financial Statements	PDF Preferred	If requested	If requested	If requested

Other Consistent Statutory requirements

The Superintendent also requires provincial insurance entities to submit the following information in accordance with Section 50 (Insurance Companies) or 105.1 (Reciprocal Insurance Exchanges) of the Act, unless otherwise stated, within the time frame stated below:

Due Date	Documentation Required	Format	P&C Insurance Companies	Life Insurance Companies	Reciprocal Insurance Exchanges
May 15th	Alberta Premium Tax Return & Evidence of Payment	PDF Preferred	✓	✓	✓
The earlier of 30 days after Board approval or May 15th	Budget for Current Fiscal Year	PDF Preferred	✓	✓	✓
The earlier of 30 days after Board approval or May 15th	Business Plan for Current Fiscal Year (detailing the goals and objectives for the current fiscal year)	PDF Preferred	✓	✓	✓
30 days after Board approval	Bylaws and / or Subscriber Agreement (New or Amended)	PDF Preferred	✓	✓	✓
Forthwith	Correspondence To or From Another Regulator	PDF Preferred	✓	✓	✓
The earlier of 30 days after Board approval or December 31st	Financial Condition Testing ("FCT")	PDF Preferred	✓	✓	Not applicable
No later than May 15th	Examination Action Plan Completion Update for all Recommendation's (utilizing the Action Plan Template provided during Examination)	PDF Preferred	✓ If requested	✓ If requested	✓ If requested
The earlier of 30 days after Board approval or May 15th	External Auditor's Management Letter (Letter from Auditor detailing any audit adjustments, internal control recommendations, etc.)	PDF Preferred	✓	✓	✓
30 days after Board approval	Internal Audit Reports	PDF Preferred	✓ If requested	✓ If requested	✓ If requested
30 days after Board approval	Management Discussion and Analysis ("MD&A") (Or any other related discussion on financial results and operations provided to the Board)	PDF Preferred	✓	✓	✓
30 days after Board approval	Minutes and Board Packages (For Meetings of the Board, all Board Committees, and Annual General Meetings)	PDF Preferred	✓	✓	✓
Forthwith	Notice of Appointment of Actuary (s. 393 of the Insurance Act)	Email	✓	✓	✓
Forthwith	Notice of Change in Officials, including a Change of Auditor (s. 45 of the Insurance Act)	Email	✓	✓	✓
30 days after Board approval	Own Risk & Solvency Assessment ("ORSA") & Key Metrics Report <ul style="list-style-type: none"> • P&C Insurers • Life Insurers 	PDF Preferred	✓	✓	Optional ⁴
30 days after Board Appointment	Personal Questionnaire for Directors, Officers, and Shareholders with a Significant Interest	PDF Preferred	✓	✓	✓
30 days after Board approval	Policies Approved by the Board (New or Amended as related to guidelines or best practices adopted by Alberta)	PDF Preferred	✓	✓	✓
30 days after Board approval	Strategic Plan (Detailing the goals and objectives for the next 3 – 5 years - New or Amended)	PDF Preferred	✓	✓	✓

⁴As of January 1, 2021, the documentation required has become optional

Schedule of optional reporting pages

Page Number	P&C-1 Quarterly/Annual Supplement Return
20.45	Reserves / Head Office Account
30.92	Branch Adequacy of Assets Test: Net Assets Available
50.32	Intra-Group Transactions
60.10	Unearned Premiums (Quebec/Alberta)
60.21	Claims Incurred - Undiscounted / Discounted Amounts and Foreign Exchange / Gains & Losses on Investments
70.21	Summary of Intragroup Reinsurance
92.10	Assets
92.20	Liabilities and Equity
92.30	Statement of Income
92.40	Reserves
92.42	Comprehensive Income(Loss) & Accumulated Other Comprehensive Income(Loss)
92.54	Statement of Changes in Equity
93.10	Premiums and Claims
93.11	Claims Incurred - Undiscounted / Discounted Amounts and Foreign Exchange / Gains & Losses on Investments
93.20	Claims and Adjustment Expenses - Paid, Current Year and Unpaid, Current and Prior Year
93.40	Provincial & Territorial Exhibit of Premiums Earned
93.50	Provincial & Territorial Exhibit of Claims Incurred including Adjustment Expenses
93.60	Net Claims and Adjustment Expenses Run-off
93.61	Net Claims and Adjustment Expenses Run-off - Discounted
Page Number	LIFE Quarterly/Annual Supplement Return
15.010	Assets
15.020	Liabilities, Policyholders' and Shareholders' Equity
15.021	Liabilities and Surplus (Fraternal)
15.030	Statement of Income
20.021	Liabilities, Surplus, Head Office Account and Accumulated Other Comprehensive Income (Loss) (Fraternal)
20.041	Statement of Surplus (Fraternal)
20.044	Head Office Account
35.020	Analysis of Income by Line of Business - Out of Canada
35.040	Analysis of Sales (Premiums and Deposits) by Major Line of Business and Territory
35.070	Assets and Liabilities - In Canada / Summary of Assets and Liabilities - By Territory
45.020	Premiums and Commissions - Out of Canada
60.010	Net Assets / Changes in Net Assets
60.020	Policyholders/Certificateholders' Equity Reconciliation / Life Insurer/Society's Equity Reconciliation
60.030	Segregated Funds Net Assets and In the Money Positions - By Type of Guarantee
70.010	Assets - Total / In Canada (Quebec/All provinces) / Assets - Total / In Canada
70.020	Liabilities, Policyholders' and Shareholders' Equity - Total / In Canada (Quebec/All provinces) / Liabilities, Policyholders' and Shareholders' Equity - Total / In Canada
70.021	Liabilities and Surplus (Fraternal) (Quebec/All provinces) / Liabilities and Surplus (Fraternal)
70.030	Statement of Income - Total / In Canada (Quebec/All provinces) / Statement of Income - Total / In Canada
70.042	Comprehensive Income (Loss) and Accumulated Other Comprehensive Income (Loss) (Quebec/All provinces)
75.030	Actuarial Liabilities for Insurance Contracts by Line of Business - In Canada
75.050	Movement of Annuities
75.060	Movement of Annuities

Schedule of optional reporting pages continued

Page Number	LCQ Return/LCA Annual Supplement
10.250	Balance Sheet Reconciliation Investments in non-life solvency regulated financial subsidiaries
30.300	Credit Risk Asset Backed Securities and Resecuritizations
30.600	Credit Risk Leases and Other Loans
40.100	Credit Risk Off-Balance Sheet Exposures
40.200	Derivatives Contracts
40.300	Derivatives Contracts
50.400	Market Risk Index Linked Products Risk
60.020	Insurance Risk Adjustable Products
60.030	Insurance Risk Participating Products
60.200	Insurance Risk Longevity
70.100	Segregated Fund Guarantees Risk Total by Type of Fund
70.200	Segregated Fund Guarantees Risk Total by Location of Business