
Filing requirements for insurance entities supervised by Alberta's Superintendent of Insurance

Updated October 26, 2023

All Insurance Entities supervised by Alberta's 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 those for which Alberta is their primary regulator; and
- Applicable exempt entities

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

This document communicates the annual, quarterly, monthly, and other statutory filing requirements for Provincially Regulated Insurance Entities, along with the appropriate deadlines. Please note that the statutory requirements outlined herein are for scheduled requirements only. The onus lies with entities to be in compliance with all applicable regulations at all times.

The Superintendent accepts only electronic filings. [Click here for the filing website](#). All inquiries relating to these filings should be addressed to the Superintendent's office at tbf.insurance-licens@gov.ab.ca or 780-643-2237.

Annual requirements

Filing deadlines are set out in sections 44 and 50 for insurance companies, and sections 91 and 105.1 for reciprocal insurance exchanges, of the *Insurance Act* (the “Act”). 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	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
Reciprocal Insurance Exchanges: By the last day of the following February for the calendar year of which the return is prepared	Consolidated Audited Financial Statements (Also parent and subsidiary audited financial statements, if applicable)	PDF Preferred	✓	✓	✓
	Auditor's Report to the Superintendent	PDF Preferred	✓	✓	Optional
	Auditor's Report for: • Minimum Capital Test (“MCT”); or • Life Insurance Capital Adequacy Test (“LICAT”)	PDF Preferred	✓	✓	Optional
	Investment Account Statements (reconciled to the P&C or Life Return)	PDF Preferred	✓	✓	✓
	P&C & MCT or LIFE & LICAT Fourth Quarter Return and Annual Supplement ¹	XML and Special Excel	✓	✓	✓
	Signed Affidavit Verifying Fourth Quarter Return & Annual Supplement	PDF Preferred	✓	✓	✓
	Reserve & Guarantee Fund Worksheet	PDF Preferred	Not applicable	Not applicable	✓

¹ 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&C & MCT or LIFE & LICAT Quarter Return ²	XML and Special Excel	✓	✓	If requested
	Signed Affidavit Verifying Quarterly Return	PDF Preferred	✓	✓	If requested

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.

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	✓	✓	✓

Other 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	Optional ³	Optional ³	Optional ³
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
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 • 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	✓	✓	✓

³As of April 1, 2023, the documentation required has become optional

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

Schedule of optional reporting pages

Page Number	P&C Core Financial Statement Quarterly Return (PC1)
20.45	Head Office Account (Foreign Insurers) / Reserves

Page Number	P&C Supervisory Quarterly Return (PC2)
40.80	Other Loans* / Other Invested Assets*
40.84	Summary Of Equity Accounted Investees
40.88	Summary Of Provisions
50.32	Intra-Group Transactions
50.40	Receivable From/Payable To
92.10	Assets
92.11	Liabilities And Equity
92.12	Liability Roll Forward (Analysis By Measurement Component (Insurance Contracts Not Measured Under The PAA - Excluding Segregated Funds))
92.14	Liability Roll Forward (Analysis By Remaining Coverage And Incurred Claims (All Insurance Contracts - Excluding Segregated Funds))
92.16	Liability Roll Forward (Reinsurance Contracts Held Analysis By Measurement Component (Contracts Not Measured Under The PAA - Excluding Segregated Funds))
92.18	Liability Roll Forward (Reinsurance Contracts Held Analysis By Remaining Coverage And Incurred Claims (All Contracts - Excluding Segregated Funds))
92.22	Statement Of Profit Or Loss
92.40	Reserves
92.42	Accumulated Other Comprehensive Income (Loss)
92.54	Statement Of Changes In Equity
93.14	Insurance Service Result
94.10	Provincial And Territorial Exhibit Of Insurance Revenue
94.20	Provincial And Territorial Exhibit Of Insurance Service Expenses
94.30	Provincial And Territorial Exhibit Of Net Expenses From Reinsurance Contracts Held
94.40	Provincial And Territorial Exhibit Of Insurance Service Result

Page Number	P&C Supervisory Annual Return (PC3)
90.15	Out Of Canada Operations
99.11	Foreign - Branch Management Affidavit Verifying Annual Supplement Return
99.15	Foreign - President/Chief Executive Officer Affidavit Verifying Annual Supplement Return

Page Number	P&C Minimum Capital Test and Branch Adequacy of Assets Test Quarterly Return (PC4)
30.00	BAAT: Net Assets Available
40.21	BAAT: Reinsurance Contracts Held Summary - Unregistered Reinsurance
60.30	BAAT Credit Risk: Margin Required For Selected Balance Sheet Items And Recoverables/Receivables

Page Number	LIFE Core Financial Statement Quarterly Return (LF1)
20.013	Segregated Funds - Liability Roll Forward (Analysis by measurement component (Insurance contracts not measured under the PAA))
20.015	Segregated Funds - Liability Roll Forward (Analysis by remaining coverage and incurred claims)
20.017	Segregated Funds - Liability Roll Forward (Reinsurance contracts held analysis by measurement component (Contracts not measured under the PAA))
20.019	Segregated Funds - Liability Roll Forward (Reinsurance contracts held analysis by remaining coverage and incurred claims (all contracts))
20.044	Head Office Account

Schedule of optional reporting pages continued

Page Number	LIFE Supervisory Quarterly Return (LF2)
35.025	Analysis Of Income By Line Of Business - Out Of Canada
60.030	Segregated Funds Net Assets And In The Money Positions - By Type Of Maturity Guarantee
70.002	Assets
70.004	Liabilities And Equity
70.012	Liability Roll Forward (Analysis by measurement component (Insurance contracts not measured under the PAA - excluding Segregated Funds))
70.013	Segregated Funds - Liability Roll Forward (Analysis by measurement component (Insurance contracts not measured under the PAA))
70.014	Liability Roll Forward (Analysis by remaining coverage and incurred claims (all insurance contracts - excluding Segregated Funds))
70.015	Segregated Funds - Liability Roll Forward (Analysis by remaining coverage and incurred claims)
70.016	Liability Roll Forward (Reinsurance contracts held analysis by measurement component (Contracts not measured under the PAA - excluding Segregated Funds))
70.017	Segregated Funds - Liability Roll Forward (Reinsurance contracts held analysis by measurement component (Contracts not measured under the PAA))
70.018	Liability Roll Forward (Reinsurance contracts held analysis by remaining coverage and incurred claims (all contracts - excluding Segregated Funds))
70.019	Segregated Funds - Liability Roll Forward (Reinsurance contracts held analysis by remaining coverage and incurred claims (all contracts))
70.022	Statement Of Profit Or Loss
70.042	Comprehensive Income (Loss), And Accumulated Other Comprehensive Income (Loss)

Page Number	LIFE Supervisory Annual Return (LF3)
10.002	Affidavit Verifying Annual Return
10.004	Affidavit
10.033	Corporate And Regulatory Information
11.050-.070	General Interrogatories
15.010	Assets
15.020	Liabilities, Policyholders' and Shareholders' Equity
15.021	Liabilities and Surplus
15.030	Statement of Income
15.040	Capital/(Surplus) / Solvency Information
35.075	Assets And Liabilities - In Canada / Summary Of Assets And Liabilities - By Territory
35.080	Liquid Assets & Cashable Liabilities - By Territory / Cashable Liabilities
45.025	Insurance Revenue - Out Of Canada
60.010	Segregated Funds - Net Assets / Changes In Net Assets
60.020	Segregated Fund Net Assets Movement For The Year By Type Of Fund / Seed Money Net Assets Movement For The Year
60.040-.050	Interrogatories To Segregated Funds
75.030	Assets/Liabilities Arising From Insurance Contracts Issued And Reinsurance Contracts Held By Line Of Business - In Canada

Schedule of optional reporting pages continued

Page Number	LIFE Supplementary Quarterly Return (LF4)
20050	Par Experience Gains/Losses
20070	Par Assumption Changes
20080	Segregated Fund Roll Forward
20200	Liability Roll Forward
20300	Financial Statements

Page Number	Life Insurance Capital Adequacy Test Annual Supplement (LICAT) (LCA)
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