**Local Business Unit Updates Report Template**

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| **Name of Supervised Group (“Group”)** |  |
| **Name of Designated Insurance Holding Company (“DIHC”):** |  |
| **Submission date:** |  |
| **Reporting date (31 Mar / 30 Jun / 30 Sep / 31 Dec):** |  |

To facilitate regular exchange of information with supervisory college members on key issues related to the Group and local business units (“LBUs”), the DIHC is required to complete this Local Business Unit Updates Report Template (“LBU Template”) quarterly. Unless otherwise agreed by the case officers, the report should be submitted to the Insurance Authority (the “IA”) within 1 month after the relevant reporting date. The completed returns may be circulated with the corresponding local regulators for their views and comments, if the corresponding local regulator is a member of the supervisory college of the Group.

The key person in control function (“KPIC”) for risk or compliance of the DIHC should report matters to the IA based on the KPIC’s day-to-day risk management activities with the LBUs and the KPIC’s risk assessment of the LBUs.

This LBU Template may be updated by the IA from time to time as appropriate. The IA may seek clarification and request additional documents / information from the DIHC as considered necessary.

**Section I: List of relevant LBUs**

The report should include all material insurance entities contributing more than 5% of the Group’s eligible group capital resources or assets or liabilities[[1]](#footnote-2), and any other group entities with matters and/or developments that should warrant the attention of the IA. Please list out the relevant LBUs / business segments[[2]](#footnote-3) below.

1. [Name of the relevant LBU / business segment]
2. [Name of the relevant LBU / business segment]
3. [Name of the relevant LBU / business segment] (Please add additional rows, if appropriate)

**Section II: Activity and risk indicators**

This section intends to collect basic activity and risk indicators of the relevant LBUs. Please provide the following metric(s) of the relevant LBUs by completing the “**LBU Template (Quantitative)**” Excel file. Depending on the risk profile, the IA may request additional indicators to be reported on a regular basis.

1. Gross Written Premiums

**Section III: Qualitative components**

This section intends to collect qualitative information of the relevant LBUs. Please complete one table for each relevant LBU / business segment. Please add additional pages, if appropriate.

# LBU Template (Qualitative) (Please add additional pages, if appropriate.)

|  |  |
| --- | --- |
| **Name of local business unit (the “LBU”) / business segment (the “Segment”)** |  |
| **Supervisory authority:** |  |

Please provide a summary of information of the above LBU / Segment.

| **Topics** | **Details** |
| --- | --- |
| 1. **Top risk concerns** – Note top risk concerns (financial or non-financial) of the LBU / Segment and the relevant risk management and controls. |  |
| 1. **Emerging risks or notable issues** – Note emerging risks or notable issues that may have a material impact on the LBU / Segment, along with relevant risk management and controls. |  |
| 1. **Material developments and transactions** – Note material developments (e.g. changes in shareholding structure, changes in senior management or Board, changes in licensing status / conditions, merger and acquisitions, partnership distributions, etc.) and material transactions, including contractual obligations and amendments, that is reasonably likely to have a material impact on the LBU / Segment (e.g. material outsourcing, hedging transactions, reinsurance transactions, particularly all material asset-intensive reinsurance arrangements, and investment commitments, etc.). |  |
| 1. **Material incidents and breaches** – Note material operational incidents, regulatory breaches, compliance breaches and breaches of the risk appetite. Please also provide the mitigating actions taken by the LBU / Segment and/or the Group. |  |
| 1. **Any other matters that require the IA’s attention**. |  |

1. This is an annual assessment based on the relevant figures from the latest available specified financial statements of the Group. The Group is recommended to confirm the list of material insurance entities with the case officers after submitting its specified financial statements to the IA. [↑](#footnote-ref-2)
2. The Group may present the information by business segments instead of by LBUs. If the Group opts to use business segments for presentation, please clearly indicate the associated LBU(s) under each business segment. [↑](#footnote-ref-3)