

6 June 2025

**BY EMAIL ONLY**

To: Chief Executives of Designated Insurance Holding Companies

Dear Sir/Madam,

**Circular on Reporting Templates under Group-Wide Supervision Regime**

The Insurance Authority (“IA”) issues this Circular to enhance the efficiency and consistency of reporting practices among designated insurance holding companies (“DIHCs”) by providing reference reporting templates for certain regular submissions under the Group-Wide Supervision (“GWS”) regime.

The IA reserves the right to review and update this Circular and the relevant reference reporting templates from time to time.

Unless otherwise specified, words and expressions in this Circular shall have the same meanings as those given in the Guideline on Group Supervision (“GL32”), as relevant.

**Capital Adequacy Supplementary Information (“CASI”)**

The IA reviews its group supervisory reporting regularly to ensure effective oversight of the capital adequacy of the DIHCs. Given the increasing use of derivatives and investment in level 3 assets by insurance groups, the IA has revised the CASI templates, as provided in **Annex 1**, to obtain relevant information on derivatives and level 3 assets from DIHCs.

**Group Board Updates**

According to G.S/13.2 of GL32, a DIHC should establish a process for updating the IA on key issues considered by its Group Board at board meetings (“Group Board Updates”). To facilitate compliance with the reporting requirements outlined in G.S/13 of GL32, a Group Board Updates template, as provided in **Annex 2**, has been developed to enhance communication and provide practical guidance.

**Local Business Unit Updates**

To enhance the regular exchange of information on key issues relating to supervised groups and their local business units, with effect from the Effective Date, DIHCs are required to submit quarterly updates to the IA using the LBU Template provided in **Annex 3**. Submissions should cover all material insurance entities and any other group entities with matters and/or developments warranting the IA’s attention.

The relevant templates are attached to this Circular and can also be downloaded from the IA’s website ([https://www.ia.org.hk/en/infocenter/forms/DIHC\\_Forms.html](https://www.ia.org.hk/en/infocenter/forms/DIHC_Forms.html)).

The templates shall take effect from 31 December 2025 (the “Effective Date”).

Should you have any queries in relation to the above, please contact your case officers.

Yours faithfully,

Wynn timer Yeung  
Associate Director, Group-Wide Supervision  
Long Term Business Division  
Insurance Authority

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