

保險業監理處

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OFFICE OF THE COMMISSIONER
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覆函請註明本處檔號

In reply please quote this ref. INS/COM/6/2

10 March 2008

來函檔號 Your ref.

電話 Tel. 2867 3448

To: Chief Executives of All Authorized Insurers

Dear Sirs,

Electronic Submission of Statistical Returns

Under the present regulatory framework, insurers are required to submit statistical returns to the Insurance Authority (“IA”) on a quarterly and annual basis. As an enhancement of our services to the industry, we issued a circular letter on 22 August 2003 introducing the electronic input templates (“e-templates”) as an alternative to conventional paper format for this purpose.

Over the past few years, electronic submissions have been effective in speeding up data processing and facilitating early release of business statistics. Starting from the first set of quarterly (provisional) statistical return in 2008 and the annual (audited) statistical return of 2007, you should make submissions using our e-templates in addition to a manually signed hard copy (the latter can be dispensed with if the e-templates are digitally signed).

The following e-templates and user guides could be accessed in the “Public Forms – Returns/Forms” Section of our website (<http://www.oci.gov.hk/forms/index02.html>):

- Hong Kong Employees’ Compensation Insurance Statistics (Quarterly) by Trade Occupation
- Hong Kong General Business Quarterly Returns
- Hong Kong Long Term Business Quarterly Returns
- Hong Kong General Business Returns (Forms 1-9, EC1-3, MV1-3)
- Hong Kong Long Term Business Returns (Forms HKL 1-3)
- Hong Kong Long Term Business Returns (Forms M2 & M3)
- Statement of Assets & Liabilities

The completed statistical returns should be delivered to us either via e-mail at iafiling@oci.gov.hk or by physical storage media such as floppy diskette or CD-ROM. The e-templates should be digitally signed, or else a manually signed hard copy must also be provided. For details, please refer to “Explanatory Note on Electronic Submission of Statistical Returns (e-templates) to the Insurance Authority” in the “Public Forms – Instructions for e-Submission” Section of our website (<http://www.oci.gov.hk/forms/index03.html>).

As the e-templates are updated from time to time, a softcopy will be sent out as attachment to the usual reminders on submission of quarterly/annual statistical returns. You may of course choose to download the latest version directly from our website.

To keep us informed of your plan in making electronic submissions, please complete and return the attached questionnaire by 25 March 2008. You may contact Ms Karen Leung on 2867 3337 (for technical issues) or the case officer whom you have been dealing with for any questions or clarifications.

Yours faithfully,

(Ms Carol M Y Hui)
for Commissioner of Insurance
(Insurance Authority)

c.c. Appointed Auditors
Chairman, The Hong Kong Federation of Insurers