

保險業監理處

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In reply please quote this ref. INS/STA/1/7/5

26 March 2013

來函檔號 Your ref.

電話 Tel. 2867 2551

To: Chief Executives of authorized insurers carrying on long term business

Dear Sirs,

Insurance Companies Ordinance (Cap. 41)
New Electronic Input Templates for
Hong Kong Long Term Business Quarterly Returns (“Quarterly Returns”)

Further to our circular letter of 28 November 2012, we are pleased to inform you that the electronic input templates for the revised Quarterly Returns (with Forms HKLQ1(a) to (d) added), are now available on our website at <http://www.oci.gov.hk/forms/index02.html>. You are required to use the new input templates for submission of your Quarterly Returns starting from **the second quarter of 2013**, i.e. the first submission of the revised Quarterly Returns covering the period from January to June 2013 which will be due on 31 July 2013.

You are strongly advised to familiarize yourself with the new input templates and ensure that all the requisite data will be ready for submission prior to the end of July 2013. Should you have any questions, please contact Mr. Edmund Chow (Tel.: 2867 4629) or the case officer you have been dealing with in our office for issues about the reporting requirements of the Quarterly Returns, and Ms. Karen Leung (Tel.: 2867 3337) for technical issues about the electronic input templates.

Yours faithfully,

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

c.c. The Life Insurance Council