

Pursuant to section 127 of the *Financial Institutions Act* (“FIA”), every property and casualty insurance company incorporated in the Province of B.C. that held a business authorization for this province at the end of its latest fiscal year is required to file year end information with this office.

The filing requirements table below is effective for annual periods beginning on or after January 1, 2023. The filing requirements have been updated for return changes made for IFRS 17. Unless otherwise indicated, the filing requirements must be submitted through BCFSA’s Integrated Regulatory Reporting System (“IRIS”) portal. For September year end companies, IFRS 17 will be implemented for the annual period beginning on October 1, 2023. These companies should refer to [IFRS 4 filing requirements](#) for the fiscal year ending September 30, 2023.

Instructions for making payments with IRIS: [Insurance Fee Schedule | BCFSA](#)

Instructions for managing submissions with IRIS: [Managing Submissions | BCFSA](#)

Filing Requirements	Legislative Reference	Due Date	Format Required ¹
Monthly			
Regulations Reporting (Regulations Reporting Form)	<i>Criminal Code s83.11 and Justice for Victims of Corrupt Foreign Officials Act s7</i>	By 15 th of Each Month	PDF
Quarterly			
P&C Core Financial Statement Return (PC1)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel File, ASCII, and XML
P&C Supervisory Quarterly Return (PC2)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel File, ASCII, and XML
P&C Provincial Return (PCPROV)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel File and ASCII
Minimum Capital Test (“MCT”) Quarterly Return (PC4)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel File, ASCII, and XML
Annual			
P&C Core Financial Statement Return (PC1 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel File, ASCII, and XML
P&C Supervisory Quarterly Return (PC2 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel File, ASCII, and XML
P&C Supervisory Annual Return (PC3)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel File, ASCII, and XML
P&C Provincial Return (PCPROV for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel File and ASCII

¹ Special excel file can contain more than one return, e.g. PC1, PC2, PC4, and PCPROV for Q2 can be submitted in the same excel file.

Filing Requirements	Legislative Reference	Due Date	Format Required ¹
MCT Quarterly Return (PC4 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel File, ASCII, and XML
Auditor's Report to the Superintendent on the Annual P&C Return	FIA s127(1)(c), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
Auditor's Report to the Superintendent on the MCT Quarterly Return	FIA s127(1)(c), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
Audited Financial Statements (Consolidated include Auditor's Report and Non-Consolidated if applicable)	FIA s127(1)(b) & (c), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
If a financial institution is a subsidiary, and the parent is a corporation, the audited financial statements with the auditor's report for that financial year for the parent corporation	FIA s127(1)(e), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
Financial Statements for each Subsidiary (include any Auditor's Report)	FIA s127(1)(b), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
Most Recent Business or Strategic Plan and Annual Budget	FIA s127(3)(a) & (c)	Within 60 Days of Fiscal Year-End	PDF
Director's Resolution Approving the Annual Returns listed below: P&C Core Financial Statement Return (PC1 for Q4), P&C Supervisory Quarterly Return (PC2 for Q4), P&C Supervisory Annual Return (PC3), Minimum Capital Test Quarterly Return (PC4 for Q4), and P&C Provincial Return (PCPROV for Q4).	FIA s127(1)(d), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
List of shareholder and entity owning 10% or more of any class of shares (include names and percentage of ownership)	FIA s127(3)(d)	Within 60 Days of Fiscal Year-End	PDF
Actuarial Report with an Expression of Opinion and Unpaid Claims and Loss Ratio Analysis Exhibits	FIA s126.26	Within 60 Days of Fiscal Year-End	PDF
Unpaid Claims and Loss Ratio Analysis Exhibits from the Actuarial Report	FIA s127(1.2)	Within 60 Days of Fiscal Year-End	Excel
Own Risk and Solvency Assessment Key Metrics Report	FIA s127(3)(c)	Within 60 Days of Fiscal Year-End	Excel
Corporate Information Form (Form)	FIA s127(3)(c)	Within 60 Days of Fiscal Year-End	Fillable PDF
List of Directors and Senior Officers	FIA s127(3)(d)	Within 60 Days of Fiscal Year-End	PDF

Filing Requirements	Legislative Reference	Due Date	Format Required ¹
Annual Statement of Market Conduct, if applicable (submitted directly to Autorité des Marchés Financiers)	FIA s127(5)	By May 1 st of Each Year	Excel
Earthquake Exposure Data Form	FIA s127(3)(c)	By May 31 st of Each Year	Excel
Other			
Financial Condition Testing	FIA s127(3)(a)	Within 30 Days After Board Approval	PDF
Notice of Annual and Special General Meeting (include materials provided to shareholders)	FIA s127(3)(d)	Minimum 18 Days Prior to the Meeting	PDF
Board and Committee Meeting Package (include minutes, on-table items and materials provided to directors) ²	FIA s127(3)(d)	Promptly After the Mailing	PDF
Own Risk and Solvency Assessment Report	FIA s127(3)(c)	Within 30 Days After Received by the Board	PDF
Peer Review Report of the Appointed Actuary's Work and Report	FIA s127(3)(c)	Promptly After the Report is Available	PDF
Investment and Lending Policy ("ILP") and Director's Resolution Approving the ILP or Amended ILP	FIA s127(2)(c), s136(6). S127(3)(d)	Within 5 Days from Approval of Amendment	PDF
Personal Information Return ("PIR") (PIR Form) for Directors, Senior Officers, and Shareholders	FIA s13(2)(e), s22(2)(c) and s105	Before Commencing Duties	Fillable PDF
<ul style="list-style-type: none"> Most recent resume for PIR 		Before Commencing Duties	PDF
<ul style="list-style-type: none"> Criminal Record Check for PIR 		When it Becomes Available	PDF
<ul style="list-style-type: none"> Bankruptcy and Insolvency Check for PIR 		When it Becomes Available	PDF

² Where BCFSA has access to the information through a service provider website, submission of the board material in PDF via the IRIS Portal is not required.

Filing Requirements	Legislative Reference	Due Date	Format Required ¹
Written Notice to the Superintendent of the Resignation, Removal, Election or Appointment of a Director or Senior Officer	FIA s99(4)	Immediately After the Effective Date	PDF
Written Statement from Director Outlining the Reasons for Resignation	FIA s109(1)	Immediately After Receiving the Statement	PDF
Written Notice to the Superintendent of the Appointment, Removal or Resignation of an Auditor	FIA s117(1)	Promptly After	PDF
Written Statement Outlining the Reasons for the Auditor's Resignation	FIA s119(2)	Promptly After	PDF
Amended Financial Statements	FIA s121(a) <i>Business Corporations Act s216(2)</i>	Promptly After	PDF
Statement concerning Financial Affairs that is filed with or delivered to the British Columbia Securities Commission or a similar authority outside British Columbia	FIA s127(2)(a)	Within 5 Days of Filing a Statement	PDF

Penalties for Non-Compliant Filing

Please note that some of the above filing submissions are subject to [Non-Compliant Filings Administrative Penalty](#) under the Administrative Penalties Regulation of the *Financial Institutions Act*.

Questions

If you have questions, please contact BCFSA at filings@bcfsa.ca.