

Pursuant to section 127 of the *Financial Institutions Act* (“FIA”), every life insurance company and fraternal benefit society 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.

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 <sup>1</sup>
<b>Monthly</b>			
Regulations Reporting ( <a href="#">Regulations Reporting Form</a> )	Criminal Code s83.11 and <i>Justice for Victims of Corrupt Foreign Officials Act</i> s7	By 15 <sup>th</sup> of Each Month	PDF
<b>Quarterly</b>			
Life Core Financial Statement Return (LF1)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel and ASCII Files
Life Supervisory Quarterly Return (LF2)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel and ASCII Files
Life Supplementary Quarterly Return (LF4)	FIA s127(3)(a)	Within 30 Days of Quarter End	Excel File
Life Provincial Return (LFPROV)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel and ASCII Files
Life Insurance Capital Adequacy Test (“LICAT”) Quarterly Return (LCQ)	FIA s127(3)(a)	Within 30 Days of Quarter End	Special Excel and ASCII Files

<sup>1</sup> Special excel file can contain more than one return, e.g. LF1, LF2, and LFPROV for Q2 can be submitted in the same excel file.

Filing Requirements	Legislative Reference	Due Date	Format Required <sup>1</sup>
<b>Annual</b>			
Life Core Financial Statement Return (LF1 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel and ASCII Files
Life Supervisory Quarterly Return (LF2 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel and ASCII Files
Life Supervisory Annual Return (LF3)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel and ASCII Files
Life Supplementary Quarterly Return (LF4 for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Excel File
Life Provincial Return (LFPROV for Q4)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel and ASCII Files
Auditor's Report to the Superintendent on the annual Life return	FIA s127(1)(c), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
LICAT Quarterly Return and Annual Supplement (LCQ for Q4 and LCA)	FIA s127(1), s127(1.1)	Within 60 Days of Fiscal Year-End	Special Excel and ASCII Files
Auditor's Report to the Superintendent on the LICAT Return	FIA s127(1)(c), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF
LICAT Public Disclosure Document	FIA s127(1), 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: Life Core Financial Statement Return (LF1 for Q4), Life Supervisory Quarterly Return (LF2 for Q4), Life Supervisory Annual Return (LF3), Life Supplementary Quarterly Return (LF4 for Q4),	FIA s127(1)(d), s127(1.1)	Within 60 Days of Fiscal Year-End	PDF

Filing Requirements	Legislative Reference	Due Date	Format Required <sup>1</sup>
Life Insurance Capital Adequacy Test (LCQ for Q4 and LCA), and Life Provincial Return (LFPROV for Q4).			
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	FIA s126.26	Within 60 Days of Fiscal Year-End	PDF
Own Risk and Solvency Assessment Key Metrics Report	FIA s127(3)(c)	Within 60 Days of Fiscal Year-End	Excel
Internal Capital Targets (total and core)	FIA s127(3)(a)	Within 60 Days of Fiscal Year-End	Webform
Corporate Information Form ( <a href="#">Form</a> )	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
Annual Statement of Market Conduct (“ASMC”), if applicable (submitted directly to <i>Autorité des Marchés Financiers</i> )	FIA s127(5)	By May 1 <sup>st</sup> of Each Year	Excel
<b>Other</b>			
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) <sup>2</sup>	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 it Becomes Available	PDF

<sup>2</sup> 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 <sup>1</sup>
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”) ( <a href="#">PIR Form</a> ) 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"> <li>Most recent resume for PIR</li> </ul>		Before Commencing Duties	PDF
<ul style="list-style-type: none"> <li>Criminal Record Check for PIR</li> </ul>		When it Becomes Available	PDF
<ul style="list-style-type: none"> <li>Bankruptcy and Insolvency Check for PIR</li> </ul>		When it Becomes Available	PDF
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</i> s216(2)	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](mailto:filings@bcfsa.ca).