



LABUAN FINANCIAL SERVICES AUTHORITY
(LEMBAGA PERKHIDMATAN KEWANGAN LABUAN)

118/2011/LIIA

1 March 2011

Chairman

Labuan International Insurance Association

c/o Brighton Management Limited

Brighton Place, Ground Floor. Shop Lot No.:U0125

Jalan Bahasa, P.O. Box 80431

87014 Labuan F.T.

(Fax no.: 426 652) & by hand

Dear Sir/Madam,

LIVE IMPLEMENTATION OF STATISTICAL MANAGEMENT SYSTEM (SMS)

First of all, we would like to express our appreciation for your participation in the SMS parallel run for the past few months. We noted all the views and issues addressed by the system user during the parallel submission period. In view of this, all the concerns will be taken into consideration and be rectified in order to improve the user-friendliness and functionalities of the system.

In this regard, we would like to roll out the live submission phase for insurance industry with effect from 1 April 2011 for the **Reporting Period as at 31 March 2011**. The due date for this submission is 15 April 2011. Therefore, please discontinue the current Insurance Sub program immediately.

We enclosed herewith the Submission Schedule for your reference. The Insurance Guidance Notes have been published in the Labuan Financial Services Authority's website which could be downloaded directly from the following URL address:

[http://www.labuanfsa.gov.my/pdf/insurance guidance notes.zip](http://www.labuanfsa.gov.my/pdf/insurance%20guidance%20notes.zip)

Should you need further clarification and immediate assistance pertaining to the above, please do not hesitate to contact the following personnel:

| Matters | Contact Persons | Direct Lines (emails) |
|-------------|-----------------------|--|
| Operational | Pn Raini Abd Moin | 087-591 341 (raini@labuanfsa.gov.my) |
| | Pn Irencce Lim Oi Yen | 087-591 211 (irence@labuanfsa.gov.my) |
| | Ms Nadia Riza Mahadi | 087-591 311 (nadia@labuanfsa.gov.my) |
| Technical | Mr Nickie Yapp | 087-591 389 (nickiey@labuanfsa.gov.my) |
| | Ms Azizah Atan | 087-591 353 (azizah@labuanfsa.gov.my) |

Thank you once again for your continued support and cooperation. Kindly disseminate the information to your members accordingly.

Yours sincerely,



Sabaruddin Ismail

Director

Corporate Planning & Communication Department

Labuan Financial Services Authority

62/34/1/RAM/NRM

FORMS SUBMISSION SCHEDULE: INSURANCE INDUSTRY

| RE Category | Form Template Code | Form Description | Reporting Period | Frequency | Due |
|---------------------|-------------------------|--|------------------|-------------|--------|
| General Insurance | G1 | Schedule 1 - Investment Income | Period | Quarterly | 15-day |
| | G2 | Schedule 2 - Other Income | Period | Quarterly | 15-day |
| | G3 | Schedule 3 - Management Expenses | Period | Quarterly | 15-day |
| | G4 | Schedule 4 - Other Outgo | Period | Quarterly | 15-day |
| | G5 | Schedule 5 - Other Liabilities | As at | Half Yearly | 15-day |
| | G6 | Schedule 6 - Other Assets | As at | Half Yearly | 15-day |
| | G7 | Schedule 7 - Ageing Schedule | As at | Quarterly | 15-day |
| | GI10a | Statement of Commission - Malaysian | Period | Quarterly | 15-day |
| | GI10b | Statement of Commission - Others | Period | Quarterly | 15-day |
| | GI8a | Statement of Premium - Malaysian | Period | Quarterly | 15-day |
| | GI8b | Statement of Premium - Others | Period | Quarterly | 15-day |
| | GI9a | Statement of Claims - Malaysian | Period | Quarterly | 15-day |
| | GI9b | Statement of Claims - Others | Period | Quarterly | 15-day |
| | GIBS | Balance Sheet | As at | Half Yearly | 15-day |
| | GIR | Revenue Account | Period | Quarterly | 15-day |
| PL | Profit and loss account | Period | Half Yearly | 15-day | |
| General Reinsurance | G1 | Schedule 1 - Investment Income | Period | Quarterly | 15-day |
| | G2 | Schedule 2 - Other Income | Period | Quarterly | 15-day |
| | G3 | Schedule 3 - Management Expenses | Period | Quarterly | 15-day |
| | G4 | Schedule 4 - Other Outgo | Period | Quarterly | 15-day |
| | G5 | Schedule 5 - Other Liabilities | As at | Half Yearly | 15-day |
| | G6 | Schedule 6 - Other Assets | As at | Half Yearly | 15-day |
| | G7 | Schedule 7 - Ageing Schedule | As at | Quarterly | 15-day |
| | GR10a | Statement of Commission - Malaysian | Period | Quarterly | 15-day |
| | GR10b | Statement of Commission - Others | Period | Quarterly | 15-day |
| | GR8a | Statement of Premium - Malaysian | Period | Quarterly | 15-day |
| | GR8b | Statement of Premium - Others | Period | Quarterly | 15-day |
| | GR9a | Statement of Claims - Malaysian | Period | Quarterly | 15-day |
| | GR9b | Statement of Claims - Others | Period | Quarterly | 15-day |
| | GRBS | Balance Sheet | As at | Half Yearly | 15-day |
| | GRR | Revenue Account | Period | Quarterly | 15-day |
| PL | Profit and loss account | Period | Half Yearly | 15-day | |
| Life Insurance | L1 | Schedule 1 - Investment Income | Period | Quarterly | 15-day |
| | L2 | Schedule 2 - Other Income | Period | Quarterly | 15-day |
| | L3 | Schedule 3 - Management Expenses | Period | Quarterly | 15-day |
| | L4 | Schedule 4 - Other Outgo | Period | Quarterly | 15-day |
| | L5 | Schedule 5 - Other Liabilities | As at | Half Yearly | 15-day |
| | L6 | Schedule 6 - Other Assets | As at | Half Yearly | 15-day |
| | LI10a | Schedule 10a - Statement of New Policies - Malaysian | Period | Quarterly | 15-day |
| | LI10b | Schedule 10b - Statement of New Policies - Others | Period | Quarterly | 15-day |
| | LI11a | Schedule 11a - Statement of Terminations, Transfers and Revivals - Malaysian | Period | Quarterly | 15-day |
| | LI11b | Schedule 11b - Statement of Terminations, Transfers and Revivals - Others | Period | Quarterly | 15-day |
| | LI12a | Schedule 12a - Statement of Policies In Force - Malaysian | Period | Quarterly | 15-day |
| | LI12b | Schedule 12b - Statement of Policies In Force - Others | Period | Quarterly | 15-day |
| | LI7a | Schedule 7a - Premium Income - Malaysian | Period | Quarterly | 15-day |
| | LI7b | Schedule 7b - Premium Income - Others | Period | Quarterly | 15-day |
| | LI7c | Schedule 7c - Premium/Net Creation of Units for Investment-Linked Business | Period | Quarterly | 15-day |
| | LI8a | Schedule 8a - Net Policy Benefits - Malaysian | Period | Quarterly | 15-day |
| | LI8b | Schedule 8b - Net Policy Benefits - Others | Period | Quarterly | 15-day |
| | LI9a | Schedule 9a - Net Commission - Malaysian | Period | Quarterly | 15-day |
| | LI9b | Schedule 9b - Net Commission - Others | Period | Quarterly | 15-day |
| | LIBS | Balance Sheet | As at | Half Yearly | 15-day |
| LIR | Revenue Account | Period | Quarterly | 15-day | |
| PL | Profit and loss account | Period | Half Yearly | 15-day | |

| RE Category | Form Template Code | Form Description | Reporting Period | Frequency | Due |
|------------------|--------------------|--|------------------|-------------|--------|
| Life Reinsurance | L1 | Schedule 1 - Investment Income | Period | Quarterly | 15-day |
| | L2 | Schedule 2 - Other Income | Period | Quarterly | 15-day |
| | L3 | Schedule 3 - Management Expenses | Period | Quarterly | 15-day |
| | L4 | Schedule 4 - Other Outgo | Period | Quarterly | 15-day |
| | L5 | Schedule 5 - Other Liabilities | As at | Half Yearly | 15-day |
| | L6 | Schedule 6 - Other Assets | As at | Half Yearly | 15-day |
| | LR10a | Schedule 10a - Statement of New Policies - Malaysian | Period | Quarterly | 15-day |
| | LR10b | Schedule 10b - Statement of New Policies - Others | Period | Quarterly | 15-day |
| | LR11a | Schedule 11a - Statement of Terminations, Transfers and Revivals - Malaysian | Period | Quarterly | 15-day |
| | LR11b | Schedule 11b - Statement of Terminations, Transfers and Revivals - Others | Period | Quarterly | 15-day |
| | LR12a | Schedule 12a - Statement of Policies In Force - Malaysian | Period | Quarterly | 15-day |
| | LR12b | Schedule 12b - Statement of Policies In Force - Others | Period | Quarterly | 15-day |
| | LR7a | Schedule 7a - Net Premium Income (Malaysian) | Period | Quarterly | 15-day |
| | LR7b | Schedule 7b - Net Premium Income (Others) | Period | Quarterly | 15-day |
| | LR8a | Schedule 8a - Net Policy Benefits - Malaysian | Period | Quarterly | 15-day |
| | LR8b | Schedule 8b - Net Policy Benefits - Others | Period | Quarterly | 15-day |
| | LR9a | Schedule 9a - Net Commission - Malaysian | Period | Quarterly | 15-day |
| | LR9b | Schedule 9b - Net Commission - Others | Period | Quarterly | 15-day |
| | LRBS | Balance Sheet | As at | Half Yearly | 15-day |
| | LRR | Revenue Account | Period | Quarterly | 15-day |
| | PL | Profit and loss account | Period | Half Yearly | 15-day |
| Broker | BBS | Balance Sheet | As at | Half-yearly | 15-day |
| | BPL | Profit and loss account | Period | Half-yearly | 15-day |
| | BS1 | Schedule 1 - Revenue | Period | Half-yearly | 15-day |
| | BS2 | Schedule 2 - Expenses | Period | Half-yearly | 15-day |
| | BS3 | Schedule 3 - Ageing Schedule | As at | Quarterly | 15-day |
| | BS4a | Schedule 4a - Statistic of insurance broking business | Period | Quarterly | 15-day |
| | BS4b | Schedule 4b - Statistic of insurance broking business | Period | Quarterly | 15-day |
| Insurance | App1 | Statement of Solvency | As at | Half Yearly | 15-day |
| | App2 | Manpower | As at | Half Yearly | 15-day |
| | App3 | Equity Participation | As at | Half Yearly | 15-day |