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| BNM/RH/CIR 010-10 | Insurance and Takaful Supervision Department | Electronic Submission of Actuarial Certificates, Addendums and Supporting Documents |
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- 1. Objective..... 1**
- 2. Applicability..... 1**
- 3. Effective Date / Implementation Date 1**
- 4. Issuance Date..... 1**
- 5. Directive / Instructions 1**
- 6. Hardcopy Submissions 2**

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|-------------------|--|---|----------|
| BNM/RH/CIR 010-10 | Insurance and Takaful Supervision Department | Electronic Submission of Actuarial Certificates, Addendums and Supporting Documents | Page 1/3 |
|-------------------|--|---|----------|

1. Objective

- 1.1. This circular is to inform all insurance companies and takaful operators to submit actuarial certificates, addendums and supporting documents to the Bank in electronic format.
- 1.2. This circular is to be read together with:
 - (i) JPI/GPI 23 (Revised) – Submission of Actuarial Certificate under Section 142 of the Insurance Act 1996;
 - (ii) BNM/RH/GL/003-20 – Guidelines on Medical and Health Insurance Business (Revised);
 - (iii) BNM/RH/GL/004 – 9 – Guidelines on Family Takaful Products; and
 - (iv) BNM/RH/GL/004-11 – Guidelines on Medical and Health Takaful Business

2. Applicability

- 2.1. This circular is applicable to all financial institutions licensed under the Insurance Act 1996 and the Takaful Act 1984.

3. Effective Date / Implementation Date

- 3.1. The effective date of this circular is 1 November 2011.

4. Issuance Date

- 4.1. This circular is issued on 28 September 2011.

5. Directive / Instructions

- 5.1. All product submissions – Actuarial Certificates, Addendums and Supporting Documents (Marketing Materials, Policy Contract, etc) – shall be submitted in electronic format to the Bank via Compact Discs or USB pen drives.

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|-------------------|--|---|----------|
| BNM/RH/CIR 010-10 | Insurance and Takaful Supervision Department | Electronic Submission of Actuarial Certificates, Addendums and Supporting Documents | Page 2/3 |
|-------------------|--|---|----------|

- 5.2. For security purposes the submission must be password protected. The password will be made known to the Bank only.
- 5.3. Insurers and takaful operators shall ensure that the electronic submissions are free from any viruses, spyware or any other malicious software.
- 5.4. The submissions shall be provided in PDF format.
- 5.5. The submissions shall be subdivided in separate files, with the naming conventions described below.

Product name _ Document _ Submission Date.pdf

E.g. ABC Life Protect _ Policy Contract _ 20 Jan 2012.pdf

6. Hardcopy Submissions

- 6.1. The certification by the Actuary and the CEO shall continue to be submitted in hardcopy format, with the electronic product documents as attachments.