



To:

1. General Insurance Companies;
 2. Life Insurance Companies; and
 3. Reinsurance Companies
- at the respective addresses.

COPY

CIRCULAR LETTER OF FINANCIAL SERVICES AUTHORITY
NUMBER 3/SEOJK.05/2013
CONCERNING
MONTHLY REPORT OF
INSURANCE COMPANY AND REINSURANCE COMPANY

In relation to Regulation of Financial Services Authority Number 3/PFSA.05/2013 dated 12 September 2013 concerning Monthly Report of Non-Bank Financial Service Institutions (State Gazette of the Republic of Indonesia Year 2013 Number 150, Additional State Gazette of the Republic of Indonesia Number 5543), the implementation provisions regarding Monthly Report of Insurance Company and Reinsurance Company should be regulated in Circular Letter of Financial Services Authority as follows:

I. GENERAL PROVISIONS

1. Financial Services Authority, hereinafter referred to as FSA, is an independent entity that is free from outside intervention, which has functions, duties, and authorities in regulation, supervision,

audit, and investigation, as described in State Law Number 21 Year 2011 concerning Financial Services Authority.

2. Monthly Report is a financial statement prepared by non-bank financial services institutions for the benefit of FSA, which covers the period from the first day until the end of current working month and is presented according to the format and mechanism as prescribed by FSA.

II. FORMAT AND STRUCTURE OF MONTHLY REPORT

The format and structure as well as the guideline for the preparation of Monthly Report for Insurance Company and Reinsurance Company are as follows:

- a. For General Insurance Company and Reinsurance Company, as outlined in Annex I; and
- b. For Life Insurance Company, as outlined in Annex II,
Which are inseparable part from this FSA Circular Letter.

III. TIMELINE FOR SUBMISSION OF MONTHLY REPORT

1. Insurance Company and Reinsurance Company are obliged to submit Monthly Report to FSA no later than the 10th day of the following month.
2. When the 10th day of the following month as described in point 1 coincides with a holiday, the monthly report must be submitted on the subsequent business day.

IV. MECHANISM OF SUBMISSION

1. The submission of monthly report shall be made online through FSA data communication network system.
2. When the FSA data communication network system is not yet available, the Monthly Report shall be submitted online through



company's official email by attaching the softcopy of Monthly Report in spread sheet format to LB.Asuransi_Reasuransi@FSA.go.id.

3. When the Monthly Report is submitted offline, the submission shall be made via correspondence with a letter signed by Company Director and addressed to:
Financial Services Authority
Attn. Directorate of Insurance Supervision
Sumitro Djohadikusumo Building Level 14
Jl. Lapangan Banteng Timur Number 2-4
Jakarta 10710
4. Offline submission of Monthly Report as described in point number 3 can be made through the following methods:
 - a. Direct delivery to FSA office;
 - b. Sent via post office using registered mail service; or
 - c. Sent via a delivery/courier service company.
5. Insurance Company and Reinsurance Company are deemed to have submitted Monthly Report under the following conditions:
 - a. For online submission via email, is validated by a proof of email receipt by FSA.
 - b. For offline submission, is validated by:
 - 1) A proof of receipt by FSA, when the report is delivered directly to FSA office; or
 - 2) Delivery receipt from post office or delivery/courier service company, when the report is sent via post office or delivery/courier service company.
6. In the event of any changes in FSA email address as described in point number 2 and/or any changes in FSA office address as

described in point number 3, FSA shall announce the change of address through a letter or announcement.

V. SANCTIONS

1. FSA sets administrative sanctions in the form of first written warning as described in Article 6 paragraph (3) of FSA Regulation Number 3/PFSA.05/2013 on Monthly Report of Non-Bank Financial Service Institutions, specifying a time period to meet the obligation to submit Monthly Report no later than 30 days after the first administrative sanction in the form of written warning is issued.
2. In the event that the time period as described in point number 1 concerning the obligation to submit Monthly Report is not met, FSA shall determine administrative sanction in the form of second written warning as described in Article 6 Paragraph (4) of FSA Regulation Number 3/PFSA.05/2013 on Monthly Report of Non-Bank Financial Service Institutions, specifying a time period to meet the obligation to submit Monthly Report no later than 30 days after the second administrative sanction in form of written warning is issued.
3. In the event that the time period as described in point number 2 concerning the obligation to submit Monthly Report is not met, FSA shall determine administrative sanction in the form of third written warning as described in Article 6 Paragraph (4) of FSA Regulation Number 3/PFSA.05/2013 on Monthly Report of Non-Bank Financial Service Institutions, specifying a time period to meet the obligation to submit Monthly Report no later than 30 days after the third administrative sanction in form of written warning is issued.

VI. TRANSITIONAL PROVISIONS

1. For the reporting period of September 2013 up to the reporting period of August 2014, Insurance Company and Reinsurance Company must submit Monthly Report to FSA no later than the end of the following month.
2. In the event that the end of the following month as described in point 1 coincides with a holiday, the Monthly Report must be submitted in the subsequent business day.
3. For the reporting period of September 2013 up to the reporting period of August 2014, Insurance Company and Reinsurance Company are not required to submit Report for September 2013, December 2013, March 2014, and June 2014.

VII. CLOSING PROVISIONS

This FSA Circular Letter shall be effective from the date of its stipulation. For public cognizance, this FSA Circular Letter shall be announced in the State Gazette of the Republic of Indonesia.

Stipulated in Jakarta

On 25 November 2013

CHIEF EXECUTIVE OF NON-BANK
FINANCIAL INSTITUTIONS SUPERVISION
OF
FINANCIAL SERVICES AUTHORITY

Signed by

FIRDAUS DJAELANI

Copied is in accordance with the original



**Unofficial
Translation**

Head of Legal Assistance Division
Directorate of Law

Signed by
Mufli Asmawidjaja