



Automobile Financial Information

**P&C Quarterly Return (Q4)
P&C Annual Supplement
Unallocated Loss Adjustment Expense
Main Collection**

Reporting and Submission Requirements

General Insurance Statistical Agency/Agence statistique d'assurance générale
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2015 Automobile Financial Information OVERVIEW

OVERVIEW

INTRODUCTION

In September 2011, the Superintendents of Insurance approved the collection of financial information from automobile insurance companies. In March 2012, the Board of the General Insurance Statistical Agency (GISA) approved the process and timelines for the collection of companies' financial information. This data will enable regulators to better understand and monitor the automobile insurance industry's financial performance.

GISA collects and publishes automobile insurance premiums and claims statistical data based on the Automobile Statistical Plan (ASP). The automobile insurance financial information will be added to this data matrix to provide a more complete and transparent overview of the automobile insurance industry.

GISA's service provider, Insurance Bureau of Canada (IBC), has been retained to collect this data. This document defines the detailed reporting and submission requirements for the collection of Automobile Financial Information –P&C Quarterly Return (Q4), P&C Annual Supplement, Unallocated Loss Adjustment Expense (FI-ULAE), and Main collection (FI-Main).

REPORTING COMPANIES

It is mandatory for all insurance companies currently reporting statistical data to the GISA ASP to report their P&C Quarterly Return (Q4), P&C Annual Supplement, FI-ULAE, and FI-Main to GISA's service provider, IBC.

Reinsurance companies that do not currently report data to the GISA ASP and the Facility Association Residual Market (FARM) are exempt from this reporting. Companies which act as servicing carriers for the FARM are required to report their own business only and not the business written on behalf of the FARM.

Reporting companies are required to report their FI-ULAE and FI-Main data as it is reported in their P&C Quarterly Return (Q4) and P&C Annual Supplement.

2015 Automobile Financial Information OVERVIEW

DATA REFERENCE

Some of the required automobile data elements can be directly transferred from the relevant pages of the P&C Quarterly Return (Q4) and P&C Annual Supplement, while others have to be collected separately or allocated from company level data. For this reason, the P&C Returns filed by the reporting companies with their primary regulator are used as the primary references to derive and balance the required automobile insurance financial data.

FI-ULAE

Companies reporting both consolidated and non-consolidated P&C Quarterly Return (Q4) and P&C Annual Supplement should use the **consolidated** numbers as the reference for this reporting. For example, Claims Incurred – Consolidated Page Number = 67.31.

P&C Quarterly Return (Q4) & P&C Annual Supplement Page Description	Page Number
Direct Claims Incurred	67.31
ULAE	60.50 ¹ & 80.20 ¹

FI-Main

Companies reporting both consolidated and non-consolidated figures in the P&C Quarterly Return (Q4) and P&C Annual Supplement financial statements must use the **non-consolidated** numbers as the reference for this reporting.

P&C Quarterly Return (Q4) & P&C Annual Supplement Page Description	Consolidated Page Number	Non-consolidated Page Number
Liabilities and Equity	20.20	92.20
Statements of Income	20.30	92.30
Premiums and Claims	60.20	93.10
Claims and Adjustments Expenses	60.30	93.20
Run-Off	60.40 ¹	93.60 ¹
Premiums Written	67.10	93.30
Premiums Earned	67.20	93.40
Claims Incurred	67.30	93.50
Commissions	80.10	Formula ²
Operating Expenses	80.20 ¹	Formula ²
Adjustment Expenses	60.50 ¹	Formula ²

¹ Please refer to the P&C Annual Supplement for this page reference

² Formula can be found on the next page

2015 Automobile Financial Information OVERVIEW

The following data elements are not available in the P&C Annual Supplement on a non-consolidated basis:

P&C Annual Supplement Page Description	Page Number
Commissions	80.10
Operating Expenses	80.20
Adjustment Expenses	60.50

Reporting companies should use the following formula to derive the required non-consolidated numbers:

Non-consolidated Number for the "Parent" Company				
Non-consolidated number for the "parent" company	equals	Consolidated number for the group	minus	Non-consolidated numbers from all "children" companies in the group

REPORTING OF DATA

The 2015 P&C Quarterly Return (Q4), P&C Annual Supplement, FI-ULAE and FI-Main collection must be submitted on or before the following due dates:

	Due Dates		
	All Provinces	Provincially Regulated Only	
		New Brunswick or Nova Scotia	Yukon
P&C Quarterly Return (Q4)	March 1, 2016	April 1, 2016	March 16, 2016
P&C Annual Supplement	March 1, 2016	April 1, 2016	March 16, 2016
FI-ULAE	March 7, 2016	April 1, 2016	March 16, 2016
FI-Main	April 4, 2016	April 4, 2016	April 4, 2016

All insurers must submit their filings by the due dates indicated in the "All Provinces" column, with the exception of insurers who write business **ONLY** in New Brunswick, Nova Scotia or Yukon. For those insurers who are provincially regulated in **ONLY** one of the three provinces, please refer to the "Provincially Regulated Only" columns.

2015 Automobile Financial Information OVERVIEW

ESCALATION PROCESS

If companies fail to submit on or before the provided due dates, the following escalation process will apply:

- A reminder email will be sent and/or a follow-up phone call will be made to the Financial Information Coordinator the day after the due date of each submission.
- If the financial data is still not submitted within five business days after the follow up, the company will be escalated to GISA and a letter will be sent to the CEO of the company.

Note: Companies who fail to respond to questions in a timely manner may also be escalated to GISA.

DEFICIENCY FEE SYSTEM (DFS)

GISA has implemented a Deficiency Fee System (DFS) structure for the Financial Information (FI) collection, in order to encourage all reporting companies to submit their data accurately and in a timely manner. The FI DFS will apply to each company group filing of the P&C Quarterly Return (Q4), P&C Annual Supplement, FI-ULAE and FI-Main.

The new fees are intended to reflect the costs associated with the retrieval and processing of missing data and the additional resources needed to review data resubmissions. The overall aim is to have all data submitted accurately on time with no fees collected.

Reported Company Group

Fees will be determined based on relative size of reported company groups based on the following table:

Reported Company Group	Previous Year's Reported Automobile Direct Premiums Written Range
Small	\$0 - \$49,999,999
Medium	\$50,000,000 - \$299,999,999
Large	\$300,000,000 - \$999,999,999

2015 Automobile Financial Information OVERVIEW

Late Submission Fees

Late FI filings will be subject to the following fees:

Fee	Reported Company Group		
	Small	Medium	Large
Daily	\$100	\$250	\$500

The following guidelines also apply for the purpose of calculating the late fee:

- All FI filings received after 11:59:59PM of the day on which it is due will be considered late;
- If a FI filing is not received by the end of the day on which it is due, federal holidays and weekends are included in the number of days the return is late;
- Late fees will accumulate until the FI filing is received (no maximum);
- Incomplete or non-generated files received after the due date will be considered late;
- FI filings not received by FI@IBC.CA on or before the due date will be considered late; and
- Printable Certificate of Officer must be submitted by fax or email on or before the due date.

Resubmission Fees

FI resubmissions will be subject to the following fees:

Fee	Reported Company Group		
	Small	Medium	Large
Resubmission	\$2,500	\$5,000	\$7,500

FI resubmission fees will only apply to the first resubmission, any subsequent resubmissions will not be assessed a fee. FI resubmissions received prior to the reporting deadline will not be assessed a fee.

Escalation and Disputes

Any escalation or disputes regarding the FI DFS will follow the approved GISA *Administrative Review Process* posted on GISA's website. GISA's service provider, IBC, does not have any authority to waive fees or alter the due dates.

Please contact GISA or GISA's service provider, IBC, at FI@IBC.CA before the due dates for any other concerns.

2015 Automobile Financial Information OVERVIEW

Calculating Fees Related to Timeliness – Sample Scenarios:

FI submissions must be received by the end of the day on which it is due (11:59:59PM) or prior to avoid FI late fee charges.

Example 1:

Company: XYZ

Company Grouping: Medium

FI Due Date (for 2014 submission): March 9, 2015

The 2014 FI submission (S2014) was submitted on March 6, 2015.
The data (S) was submitted before the due date - Late Fees are not charged.

March Invoice: \$0.00



2015 Automobile Financial Information OVERVIEW

Companies can be charged a FI late fee for each missing submission on the same Invoice Period

Example 2:

Company: XYZ

Company Grouping: Medium

FI Annual P&C Due Date (for 2014 submission): March 2, 2015

FI –ULAE Due Date (for 2014 submission): March 9, 2015

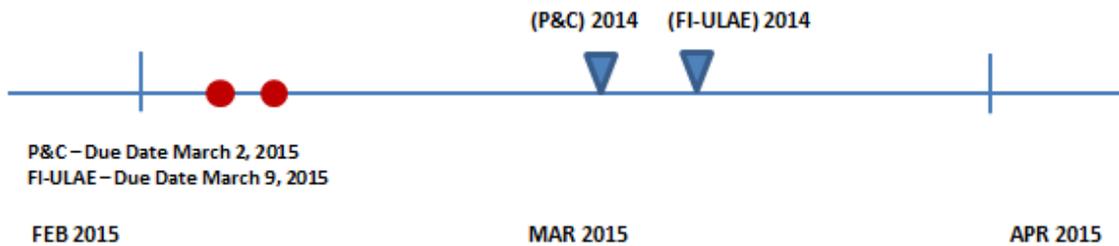
The 2014 P&C submission (P&C) was submitted on March 12, 2015
The 2014 FI-ULAE submission (FI-ULAE) was submitted on March 16, 2015.

March Invoice:

P&C (for 2014 submission) = \$2,500 (\$250 x 10 days late)

FI-ULAE (for 2014 submission) = \$1,750 (\$250 x 7 days late)

March Invoice: FI (for 2014 submission) = \$4,250



2015 Automobile Financial Information OVERVIEW

Late Submission and Resubmission

FI resubmission fees will only apply to the first resubmission of each submission, any subsequent resubmissions will not be assessed a fee.

Example 3:

Company: XYZ

Company Grouping: Medium

FI Due Date (for 2014 submission): March 9, 2015

The 2014 FI submission (S2014) was submitted on March 13, 2015.

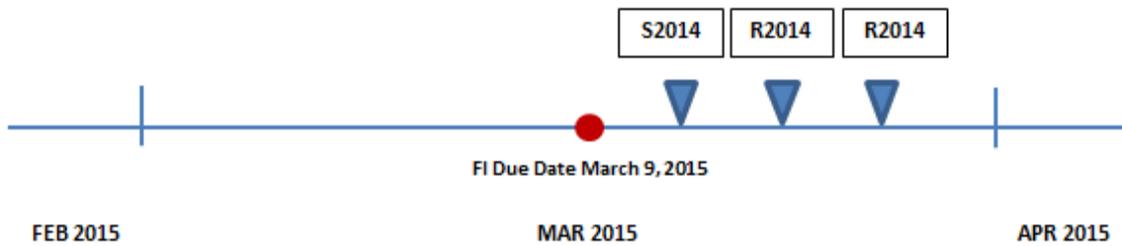
The 2014 FI submission (S2014) was resubmitted (R2014) on March 16, 2015 and March 22, 2015.

March Invoice:

FI Late Submission (for 2014 submission) = \$1,000 (\$250 x 4 days late)

FI Resubmission (for 2014 submission) = \$5,000 (1st Resubmission) + \$0 (2nd Resubmission)

March Invoice: FI (for 2014 submission) = \$6,000



2015 Automobile Financial Information SUBMISSION REQUIREMENTS

SUBMISSION REQUIREMENTS

FILE FORMATS

P&C Quarterly Return (Q4) and P&C Annual Supplement

A copy of the P&C Quarterly Return (Q4) and the P&C Annual Supplement must be submitted using OSFI's file name convention.

Example:

P&C Return	File Name
P&C Quarterly Return (Q4)	CA1231540001.OSFI
P&C Annual Supplement	CA12315A0001.OSFI

FI-ULAE

The following is the FI-ULAE file naming convention: ULAECCCYYYY.xls

System Generated File Name Convention		
ULAE	4 characters	ULAE
CCC	3 numeric	Reporting Company Number
YYYY	4 numeric	Reporting Year

FI-Main

The following is the FI-Main file naming convention: FICCCYYYY.xls

System Generated File Name Convention		
FI	2 characters	Financial Information
CCC	3 numeric	Reporting Company Number
YYYY	4 numeric	Reporting Year

2015 Automobile Financial Information SUBMISSION REQUIREMENTS

SUBMISSION FILES

Successfully Generated Files

The template will automatically create a submission file once the user clicks the “Generate File” button.

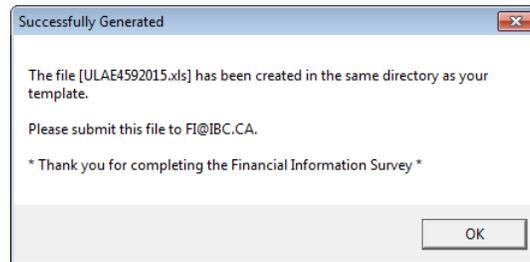


Figure 1 Message Box – Successfully Generated File (FI-ULAE)

The generated file will be named ULAECCCYYYY.xls or FICCCYYYY.xls for FI-ULAE and FI-Main, respectively. This file will be saved in the same directory as the template. Please do not alter the file name before submitting to FI@IBC.CA. It is highly recommended that a copy of the template is saved with a different file name as any revision to the template, for re-submission, will overwrite the data originally reported.

Incomplete/ Incorrect Submission

Files containing incomplete fields and/or incorrect values will not be generated until all errors are cleared. The system can only display up to a certain number³ of errors at a time but all error fields/values will be highlighted in red.

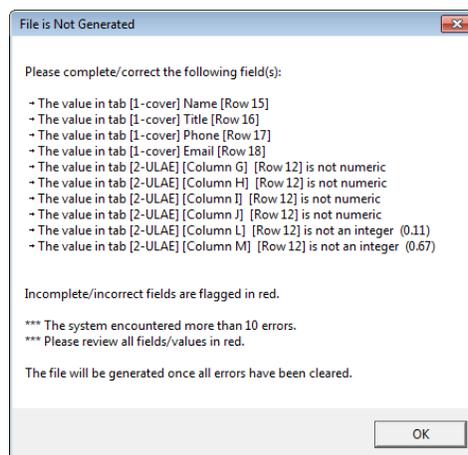


Figure 2 Message Box – File Not Generated (FI-ULAE)

³ Please note that the message box can only list a maximum number of ten (10) errors for FI-ULAE and five (5) errors for FI-Main

2015 Automobile Financial Information SUBMISSION REQUIREMENTS

Confirmation for “Other than PPA Only” Writers (applicable only to FI-Main Template)

“Other than PPA Only” writers will not be required to complete Tab 1-cover: Allocation Methods; Tabs 2-4 PPA-TPL/PA/OTH; and Tab 8-run-off. The only tabs that need to be completed are Tab 1-cover (except Allocation Method section) and Tab 9-additional.

Once the user has clicked the “Generate File” button and has selected “Other than PPA Only” in the Auto Business Written field, a message box will appear asking for a confirmation to clear the contents of Tab 1-cover: Allocation Methods, Tabs 2-4 PPA-TPL/PA/OTH, and Tab 8-run-off.

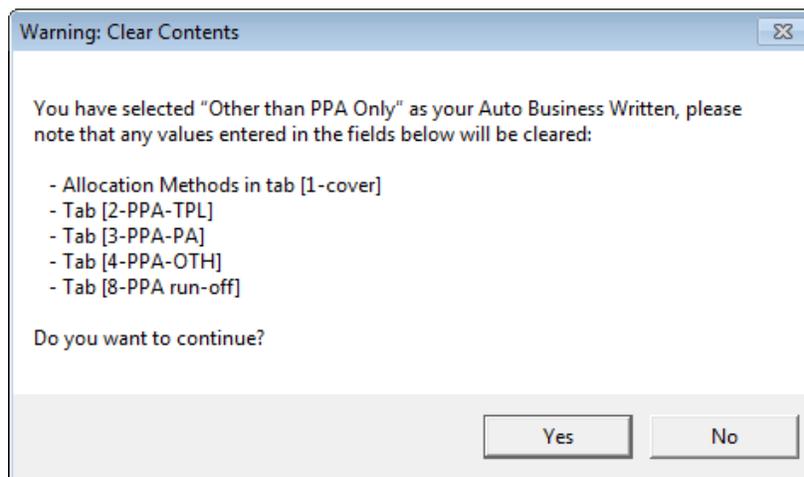


Figure 3 Message Box – Clear Contents

If the user selects “No”, an additional message box will appear asking the user to validate the selection in “Auto Business Written” field on Tab 1-cover.

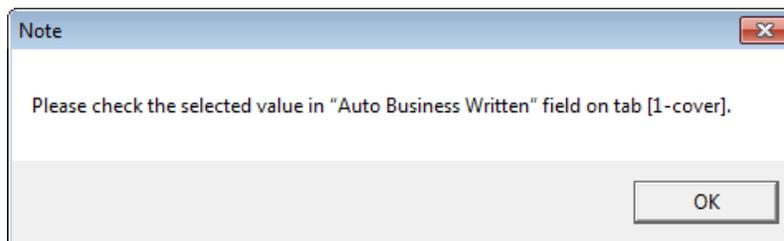


Figure 4 Message Box - Note (check Auto Business Written)

BACKUP SUBMISSIONS

It is your responsibility to keep a backup copy of your files. If GISA’s service provider, IBC, encounters problems reading your submission, you will be asked to resubmit the file.

When data quality issues are found, GISA’s service provider, IBC, may require you to resubmit the data.

2015 Automobile Financial Information SUBMISSION REQUIREMENTS

REJECTED SUBMISSIONS

All submissions not complying with the requirements set out in this document will be rejected. An email receipt will be provided if submissions are rejected for file naming convention and format issues.

RESUBMISSION

Resubmissions will only be allowed upon request. An email request, stating the reason for resubmission, must be sent to FI@IBC.CA.

FI COORDINATOR

Each reporting company must assign a FI Coordinator who is responsible for all communications, data submissions and data quality verifications.

One (1) reporting company can assign only one (1) coordinator. However, one (1) coordinator can be assigned by multiple companies within the same group.

Reporting companies must provide GISA's service provider, IBC, with the name, title, mailing address, email address, phone number and the company ID(s) of their coordinators by completing the User Access Request Form and emailing it to FI@IBC.CA or faxing to (416) 644-3138. The company ID is assigned for reporting under the GISA Automobile Statistical Plan (ASP).

Reporting companies may change their coordinators assignments from time to time and should notify GISA's service provider, IBC, of any such changes. It is the responsibility of the reporting companies to keep their designated coordinators updated with GISA's service provider, IBC.

2015 Automobile Financial Information SUBMISSION REQUIREMENTS

ADDITIONAL CONTACTS

If any additional contacts are required to receive all Financial Information notifications, please provide GISA's service provider, IBC, with the name, title, mailing address, email address, phone number and the company ID(s) of these additional contacts.

Please send the requested information by email to FI@IBC.CA.

CONTACT FOR SUPPORT

GISA is committed to providing superior customer service. Through its service provider, IBC, GISA will provide assistance to companies reporting Financial Information by emailing FI@IBC.CA or by calling the IBC's Financial Information Team at 416-445-5912 (local) or 1-800-761-6703 (toll free).

DISCLAIMERS

Reporting companies may find that some definitions described in this document differ from the definitions that the companies use for other purposes. To ensure consistency of the reported data, GISA requests that all reporting companies adhere to the definitions described in this document to report the required automobile insurance financial data. However, it is not GISA's intention to influence how companies define these data elements for the other purposes for which they are being used.

2015 Automobile Financial Information REPORTING REQUIREMENTS

REPORTING REQUIREMENTS

P&C QUARTERLY RETURN (Q4) AND P&C ANNUAL SUPPLEMENT

All reporting companies are mandated by GISA to provide a copy of the P&C Quarterly Return (Q4) and P&C Annual Supplement which were filed with their primary regulators. Please refer to [Submission Requirements](#) section on how to submit your filings.

FI-ULAE

The template must first be saved to a working directory as the macro will generate the appropriate submission file into the same directory. For companies reporting multiple FI-ULAE filings, it is highly recommended to save a copy of each completed template with a different file name (e.g. 2015 ULAE Template_C123.xlsm).

The template contains two tabs that must be completed in order to generate a submission file.

The screenshot shows an Excel spreadsheet interface for the FI-ULAE template. The top left corner features the GISA ASAG logo (General Insurance Statistical Agency / Agence statistique d'assurance générale). The spreadsheet is organized into sections: 'Automobile Insurance Financial Data' (rows 5-6), 'Reporting Company' (rows 7-13), 'FI Contact' (rows 14-19), and 'Certificate of the Officer/Designate' (rows 21-25). A red note states 'All blank fields must be completed manually'. On the right side, there are buttons for 'français', 'Reset Template', and 'Generate File', along with dropdown menus for 'Main Company Number' and 'P&C Type'. At the bottom, the Excel tab bar shows two tabs: '1-cover' and '2-ULAE', with '2-ULAE' circled in red.

Figure 5 FI-ULAE Template Tabs

2015 Automobile Financial Information REPORTING REQUIREMENTS

In order to utilize the functions built into the tabs, all users must first enable editing and macros in the template.

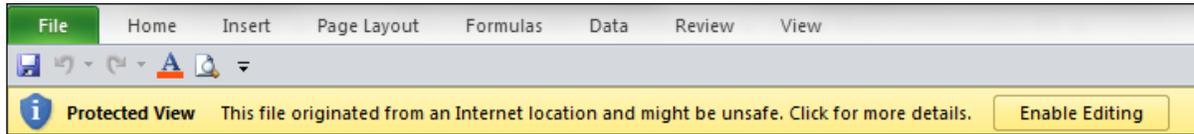


Figure 6 Message Screen - Enable Editing

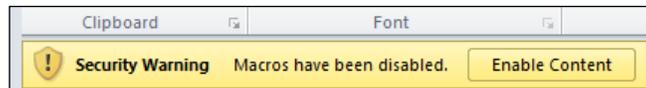


Figure 7 Message Screen - Enable Macros

TAB 1 – Cover

In this tab, general information about the company is required. As shown in Figure 8, drop down menus have been provided for the majority of the fields with the exception of the cells in “white” which must be manually completed.

A French version of the template can be accessed by clicking on the “French” button.

A Reset Template button is available to clear all previously entered information.

A screenshot of an Excel spreadsheet titled "1-cover / 2-ULAE". The spreadsheet is organized into columns A through E and rows 1 through 25. In the top left corner, there is a logo for "GISA ASAG" (General Insurance Statistical Agency / Agence statistique d'assurance générale). The main content area is titled "Automobile Insurance Financial Data" and contains several sections: "Reporting Company" (rows 7-13), "FI Contact" (rows 14-18), and "Certificate of the Officer/Designate" (rows 21-25). The "Reporting Company" section includes fields for "Main Company Number", "Company Name", "Affiliated Company Number(s) included in this filing", and "P&C Number (5 alphanumeric)". The "FI Contact" section includes fields for "Name", "Title", "Phone", and "Email". The "Certificate of the Officer/Designate" section includes fields for "Name", "Title", "Phone", and "Email". A red text message in the center of the spreadsheet reads: "All blank fields must be completed manually". On the right side of the spreadsheet, there are three buttons: "français", "Reset Template", and "Generate File". Below these buttons is a drop-down menu with the text "--- Please select Main Company Number". A red box labeled "Drop-down Menus" has arrows pointing to the drop-down menu and the "P&C Type" field. A red box labeled "Manual Input" has arrows pointing to the "Company Name" field and the "Name" field under "FI Contact".

Figure 8 Tab 1-cover - Manual Input and Drop-down Menus (FI-ULAE)

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

Reporting Company

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Main Company Number	[row 8, column C]	<ul style="list-style-type: none"> Select the main company number from the drop down menu Once selected, indicate in the message box whether the company is in run-off (Figure 9) 	Main company number will automatically populate cell	Mandatory
Company Name	[row 9, column B]	Company Name will automatically be populated when main company number is selected		Mandatory
Affiliated Company Number(s)	[row 10, column C]	<ul style="list-style-type: none"> Select all affiliated companies by highlighting company numbers in the list provided <u>DO NOT USE [SHFT/CTRL] key</u> Once the list is final, click on “Add Selected Company Number(s)” button to automatically populate the cell Once selected, indicate in the message box which of the company number(s) are in run-off (Figure 10) 	<ul style="list-style-type: none"> The drop down list of companies will only appear if the company belongs to a group Affiliated Company Number list will not roll-back up once selected A “Clear All” button is provided to remove previously selected companies 	Mandatory (for group reporting)
P&C Number	[row 11, column B]	Manually enter your ID number as assigned by your primary regulator (Office of the Superintendent of Financial Institutions (OSFI) or a provincial/territorial regulator)	Format (ANNNN) or (AANNN) A = Alpha N = Number	Mandatory
P&C Type	[row 12, column B]	Select the P&C Return as filed with OSFI or the provincial/territorial insurance regulator	Options available: <ul style="list-style-type: none"> P&C Canadian P&C Foreign 	Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

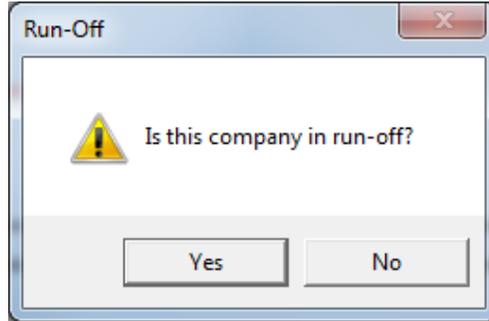


Figure 9 Message Box - Main Company Run-Off

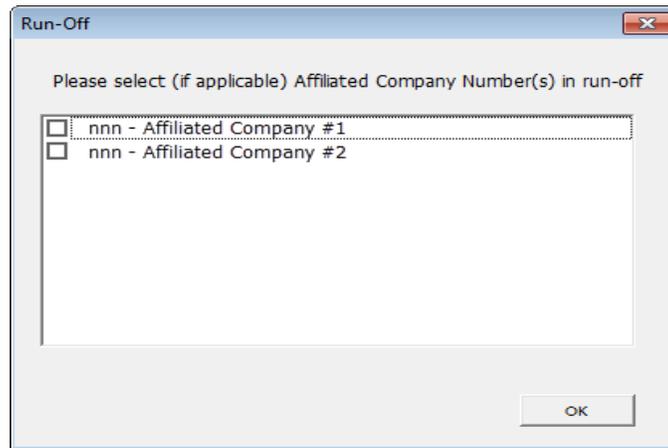


Figure 10 Message Box - Affiliated Company Run-Off

FI Contact

The FI Contact is the person responsible for coordinating the FI-ULAE collection. This individual must be able to answer questions regarding the information in the template and correspond with GISA's Service Provider, IBC, regarding any discrepancies.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Name	[row 15, column B]	Manually enter your first and last name	Mixed case accepted (i.e. John Smith, JOHN SMITH)	Mandatory
Title	[row 16, column B]	Manually enter your title		Mandatory
Phone	[row 17, column B]	Manually enter your business telephone and extension	Format (NNN-NNN-NNNN EXT) N = Number; EXT=Extension	Mandatory
Email	[row 18, column B]	Manually enter your email address		Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

Certificate of the Officer/Designate

The Certificate of the Officer/Designate is the person responsible for authorizing the contents of the file being submitted and for verifying the completeness and accuracy of the FI-ULAE collection.

If the Officer/Designate is the same person as the FI Contact, then select the check box to automatically populate the Certificate of the Officer/Designate section with the previously entered FI Contact information.

Certificate of the Officer/Designate	<input checked="" type="checkbox"/> <i>Click here if same as the FI Contact</i>
---	---

Figure 11 Certificate of the Officer/Designate

Otherwise, the Certificate of Officer/Designate section must be manually completed as follows:

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Name	[row 22, column B]	Manually enter your first and last name	Mixed case accepted (i.e. John Smith, JOHN SMITH)	Mandatory
Title	[row 23, column B]	Manually enter your title		Mandatory
Phone	[row 24, column B]	Manually enter your business telephone and extension	Format (NNN-NNN-NNNN EXT) N = Number; EXT=Extension	Mandatory
Email	[row 25, column B]	Manually enter your email address		Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

Electronic/Printable Certification

After the template has been completed, the Certificate of the Officer/Designate must select the preferred authorization method (“Electronic Certification” or “Printable Certification”) in order to certify the filing of the FI-ULAE collection.

Printable Certification can be printed and sent through any of the following methods:

Email

FI@IBC.CA

Fax

Attn: Data Management and Exhibit Production Services
416-644-3138

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Electronic Certification	[row 20, column B]	Select this option by clicking on the radio button if electronic certification is preferred	Certification by the Officer/Designate is required in order to complete the FI-ULAE collection filing	Mandatory (if electronic is preferred)
Printable Certification	[row 20, column B]	Select this option by clicking on the radio button if printable certification is preferred	Certification by the Officer/Designate is required in order to complete the FI-ULAE collection filing	Mandatory (if printed copy is preferred)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Distribution Channel

Each company is required to indicate its Primary Distribution Channel.

If the company utilizes a second distribution channel which makes up at least 25% of the business, a Secondary Distribution Channel must be selected.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Primary Channel	[row 28, column C]	Select the primary distribution channel from the drop down menu	Options available: <ul style="list-style-type: none"> External Broker Captive/Internal Agent Direct Writer Other 	Mandatory
Secondary Channel	[row 29, column C]	Select the secondary distribution channel from the drop down menu	Options Available: <ul style="list-style-type: none"> Not Applicable External Broker Captive/Internal Agent Direct Writer Other 	Mandatory (for companies with a secondary distribution channel which makes up at least 25% of the business)

Ownership

Each company is required to indicate its origin of ownership.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Ownership	[row 31, column C]	Select Ownership from the drop down menu	Options available: <ul style="list-style-type: none"> Canadian United States Other 	Mandatory
Specify country of ownership if outside Canada/US	[row 32, column C]	Manually enter the country of ownership if outside Canada/US		Mandatory (if outside of Canada/US)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Incorporation Jurisdiction

Each company is required to indicate its Incorporation Jurisdiction.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Incorporation Jurisdiction	[row 34, column C]	Select Incorporation Jurisdiction from the drop down menu	Options available: <ul style="list-style-type: none"> • Federal • Provincial • Other 	Mandatory

Auto Business Written

Each company is required to indicate its Auto Business Written.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Auto Business Written	[row 36, column C]	Select Auto Business Written from the drop down menu	Options available: <ul style="list-style-type: none"> • Private Passenger Auto Only • Other than Private Passenger Auto Only • Both 	Mandatory

Reporting Period

Each company is required to indicate its fiscal year Start Date. The End Date will automatically be populated.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Start Date	[row 39 column C]	Select the Start Date of your company's fiscal year from the drop down menu	Start Date will automatically populate cell	Mandatory
End Date	[row 40, column C]	No need to select the End Date	End Date will automatically populate cell	No action needed for this field

2015 Automobile Financial Information REPORTING REQUIREMENTS

Allocation Method

All companies are required to indicate the “Allocation Method Used” for the allocation of ULAE and Provincial Health Levy.

Please note that reporting companies must use their own company-specific methodology, if available, or develop an allocation method that is reasonable based on the company’s business.

The Allocation Method provided in the document should only be used in the event that the company is lacking its own methodology.

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – ULAE & Provincial Health Levy			
1. What is the allocation method used this year to complete this file?	[row 44, column C]	Options available: <ul style="list-style-type: none"> • Company Specific • GISA 	Mandatory
Briefly describe the company’s methodology: For ULAE and Provincial Health Levy, please indicate if the allocation methods are different from each other (e.g. ULAE is allocated based on premiums earned, but Provincial Health Levy is allocated based on premiums written)	[row 45, column B]	Manually enter the company’s methodology once, unless different allocation methods are used	Mandatory (if Company Specific allocation method is selected)
Specify the reason for using GISA Provided methodology	[row 46, column C]	Options available: <ul style="list-style-type: none"> • Company doesn’t have its own methodology • Company’s methodology is similar to GISA • Methodology was recommended 	Mandatory (If GISA allocation method is selected)

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – ULAE & Provincial Health Levy			
2. Is the allocation method used this year different from last year?	[row 47, column C]	Options available: <ul style="list-style-type: none"> • Yes • No 	Mandatory
Briefly describe the difference(s)	[row 48, column B]	Manually enter the difference(s)	Mandatory (if Yes)

Additional Notes/Comments

Please report any significant changes during the reporting period which may affect the analysis or comparison of reported data. These changes include, but are not limited to, changes in shareholder structure, changes in distribution channels, mergers, or acquisitions, etc.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Additional Notes/Comments	[row 44, column B]	Manually enter your comments	If there are no significant changes to report, enter "Not Applicable or N/A"	Mandatory

2015 Automobile Financial Information

REPORTING REQUIREMENTS

TAB 2 – ULAE

The four (4) major components of this tab include:

- Section 1 PPA (excluding FARM)
- Section 2 Other than PPA (excluding FARM)
- Section 3 Auto Total (including FARM)
- Section 4 Auto Total (FARM only)

The user is required to complete the first three (3) sections of this tab, as the fourth is automatically computed.

Each section is comprised of three (3) data elements: Provincial Health Levy, Unallocated Loss Adjustment Expense and Direct Claims Incurred. Each of the data elements must be reported provincially. To simplify the reporting, all provinces have been included and arranged in the same order as reported in the P&C Quarterly Return (Q4).

Definitions of Required Data Elements

Provincial Health Levy

The provincial health levy is assessed by provincial governments using a formula based on premiums or exposures. It is paid by insurance companies on an aggregated basis to reimburse provincial governments for the health care expenses incurred by claimants because of automobile accidents. In this sense the provincial health levy can be considered as part of the incurred claims.

Please report the actual provincial health levy incurred amounts included in the direct claims incurred amounts shown in the P&C Quarterly Return (Q4) page 67.31 as described in the direct claims incurred table below.

If you do have premium and Health Levies assessed at less than \$500, please round the value to 1 to represent \$1,000.

Unallocated Loss Adjustment Expenses (ULAE)

ULAE auto total is defined in the same way as the internal adjustment expenses in the P&C Quarterly Return (Q4) page 60.50 Row 69. Reporting companies are encouraged to determine the ULAE for automobile insurance on an actual accrued basis.

Please report the actual ULAE incurred amounts included in the direct claims incurred amounts shown in the P&C Quarterly Return (Q4) page 67.31 as described below.

2015 Automobile Financial Information REPORTING REQUIREMENTS

One of the main purposes for collecting the ULAE is to establish the ULAE provision to be applied to the GISA Automobile Insurance Exhibits.

The reported ULAE incurred amounts must be greater than \$0. Please note and keep in mind to ensure the reasonability of the % of ULAE to Direct Claims Incurred. The amount may be questioned by regulators as the individual company ULAE provision entered may be used or considered in Automobile Rate Filing applications.

Direct Claims Incurred

Please report the numbers provincially as shown in the P&C Quarterly Return (Q4):

P&C Quarterly Return (Q4) Page Description	Page Number	Row
Direct Claims Incurred – Private Passenger Auto	67.31	14
Direct Claims Incurred – Other than Private Passenger Auto	67.31	18
Direct Claims Incurred – Automobile Total (including FARM)	67.31	29

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reporting Data Elements

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Section 1 PPA (excluding FARM)			
Provincial Health Levy PPA	[row 6, columns C to P]	<ul style="list-style-type: none"> Default values are set to zero Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> PPA values must be in pure integer without thousand separator, decimal point, or any other special characters Blank cells will generate an error
ULAE PPA	[row 7, columns C to P]		
Direct Claims Incurred PPA	[row 8, columns C to P]		
Section 2 Other than PPA (excluding FARM)			
Provincial Health Levy Other than PPA	[row 11, columns C to P]	<ul style="list-style-type: none"> Default values are set to zero Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> Other than PPA values must be in pure integer without thousand separator, decimal point, or any other special characters Blank cells will generate an error
ULAE Other than PPA	[row 12, columns C to P]		
Direct Claims Incurred Other than PPA	[row 13, columns C to P]		
Section 3 Auto Total (including FARM)			
Provincial Health Levy Auto Total	[row 16, columns C to P]	<ul style="list-style-type: none"> Default values are set to zero Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> Automobile Total (PPA, Other than PPA, and FARM) values must be in pure integer without thousand separator, decimal point, or any other special characters Blank cells will generate an error
ULAE Auto Total	[row 17, columns C to P]		
Direct Claims Incurred Auto Total	[row 18, columns C to P]		
Section 4 Auto Total (FARM only)			
Provincial Health Levy PPA	[row 21, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field
ULAE PPA	[row 22, columns C to P]		
Direct Claims Incurred PPA	[row 23, columns C to P]		

2015 Automobile Financial Information REPORTING REQUIREMENTS

FI-Main

The template must first be saved to a working directory as the macro will generate the appropriate submission file into the same directory. For companies reporting multiple FI-Main collection filings, it is highly recommended to save a copy of each completed template with a different file name (e.g. 2015 FI Main Template_C123.xlsm).

The template contains seven (7) tabs. In order to generate a submission file, all PPA writers must complete the first six (6) tabs (as encircled in Figure 12), while Other than PPA writers only are required to complete Tab 1-cover (except Allocation Method section) and Tab 9-additional.

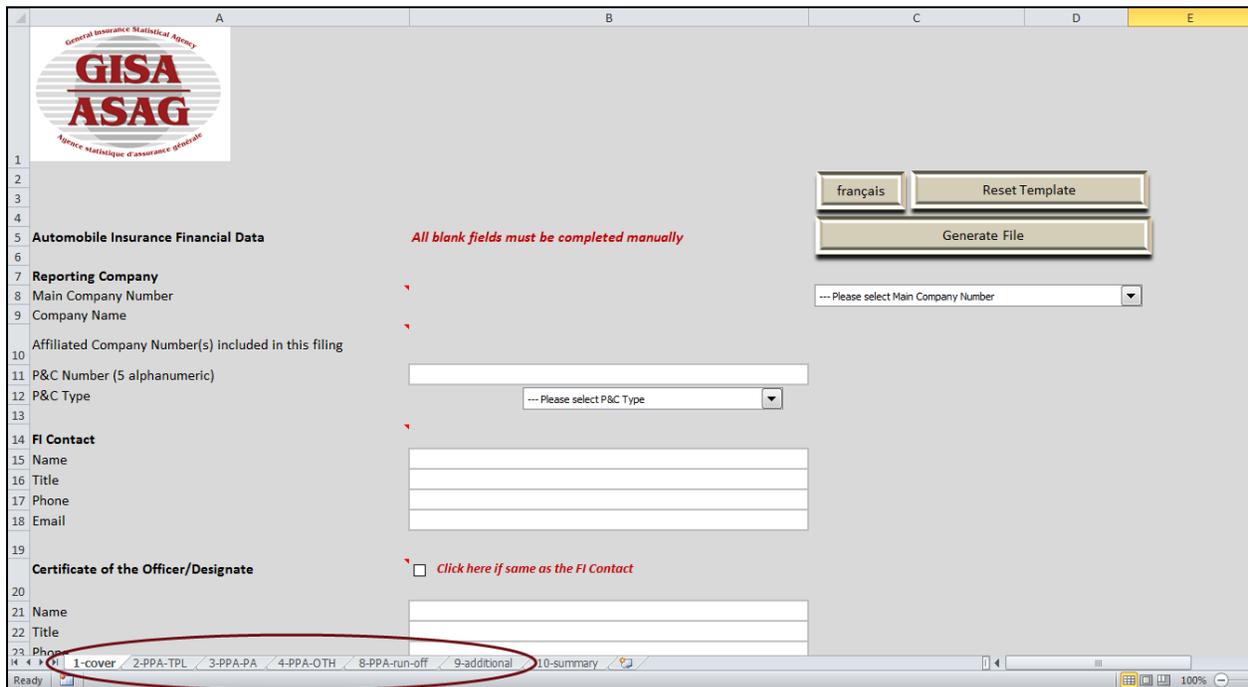


Figure 12 Tabs which must be completed by PPA writers (FI-Main)

In order to utilize the template and the functions built into the tabs, all users must first enable editing and macros in the template.

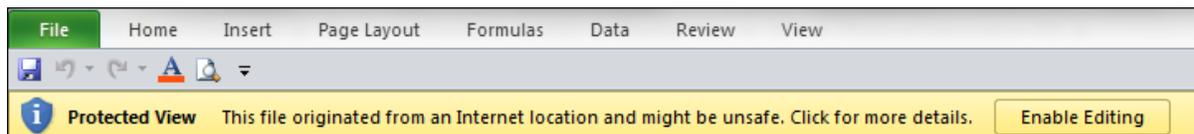


Figure 13 Message Screen – Enable Editing

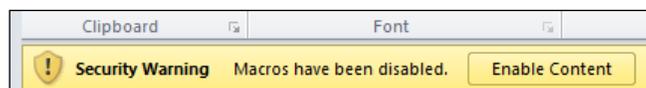


Figure 14 Message Screen - Enable Macros

2015 Automobile Financial Information REPORTING REQUIREMENTS

TAB 1 – Cover

In this tab, general information about the company is required. As shown in Figure 15, drop down menus have been provided for the majority of fields with the exception of the cells in “white” which must be manually completed.

A French version of the template can be accessed by clicking on the “French” button.

A Reset Template button is available to clear all previously entered information.

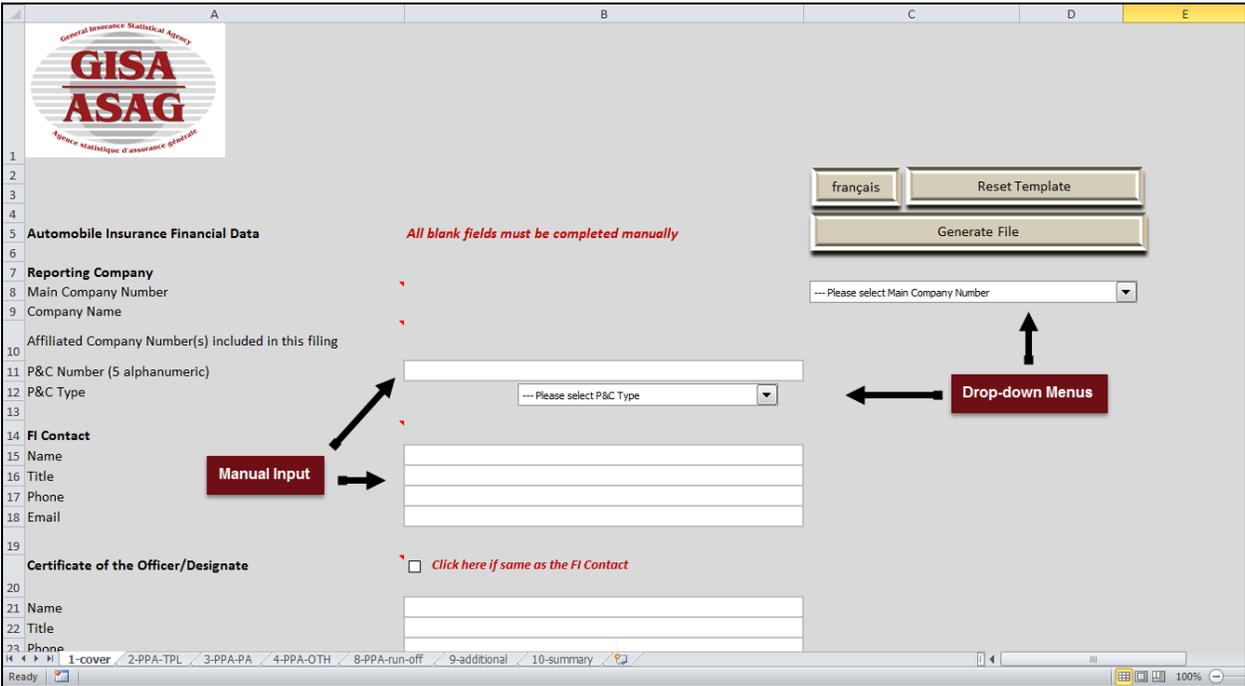


Figure 15 Tab 1-cover – Manual Input and Drop-down Menus (FI-Main)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reporting Company

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Main Company Number	[row 8, column C]	<ul style="list-style-type: none"> Select the main company number from the drop down menu Once selected, indicate in the message box whether the company is in run-off (Figure 16) 	Main company number will automatically populate cell	Mandatory
Company Name	[row 9, column B]	Company Name will automatically be populated when main company number is selected		Mandatory
Affiliated Company Number(s) included in this filing	[row 10, column C]	<ul style="list-style-type: none"> Select all affiliated companies by highlighting reporting companies in the list provided <u>DO NOT USE [SHFT/CTRL] key</u> Once the list is final, click on “Add Selected Company Number(s)” button to automatically populate the cell Once selected, indicate in the message box which of the company number(s) are in run-off (Figure 17) 	<ul style="list-style-type: none"> The drop down list of companies will only appear if the company belongs to a group Affiliated Company list will not roll-back up once selected A “Clear All” button is provided to remove previously selected companies 	Mandatory (for group reporting)
P&C Number	[row 11, column B]	Manually enter your ID number as assigned by your primary regulator (Office of the Superintendent of Financial Institutions (OSFI) or a provincial/territorial regulator)	Format (ANNNN) or (AANNN) A = Alpha N = Number	Mandatory
P&C Type	[row 12, column B]	Select the P&C Type as filed with OSFI or the provincial/territorial insurance regulator	Options available: <ul style="list-style-type: none"> P&C Canadian P&C Foreign 	Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

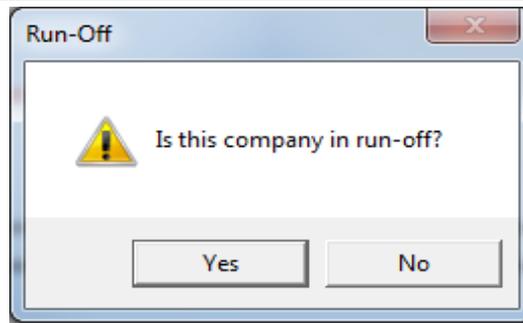


Figure 16 Message Box - Main Company Run-Off

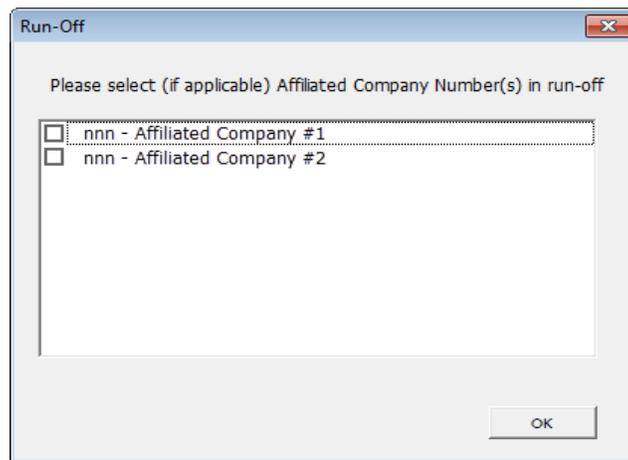


Figure 17 Message Box - Affiliated Company Run-Off

FI Contact

The FI Contact is the person responsible for coordinating the FI-Main collection. This individual must be able to answer questions regarding the information in the template and correspond with GISA's service provider, IBC, regarding any discrepancies.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Name	[row 15, column B]	Manually enter your first and last name	Mixed case accepted (i.e. John Smith, JOHN SMITH)	Mandatory
Title	[row 16, column B]	Manually enter your title		Mandatory
Phone	[row 17, column B]	Manually enter your business telephone and extension	Format (NNN-NNN-NNNN EXT) N = Number; EXT=Extension	Mandatory
Email	[row 18, column B]	Manually enter your email address		Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

Certificate of the Officer/Designate

The Certificate of the Officer/Designate is the person responsible for authorizing the contents of the file being submitted and for verifying the completeness and accuracy of the FI-Main collection.

If the Officer/Designate is the same person as the FI Contact, then select the check box to automatically populate the Certificate of the Officer/Designate section with the previously entered FI Contact information.



Figure 18 Check Box – Same FI Contact

Otherwise, the Certificate of Officer/Designate section must be manually completed as follows:

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Name	[row 22, column B]	Manually enter your first and last name	Mixed case accepted (i.e. John Smith, JOHN SMITH)	Mandatory
Title	[row 23, column B]	Manually enter your title		Mandatory
Phone	[row 24, column B]	Manually enter your business telephone and extension	Format (NNN-NNN-NNNN EXT) N = Number; EXT=Extension	Mandatory
Email	[row 25, column B]	Manually enter your email address		Mandatory

2015 Automobile Financial Information REPORTING REQUIREMENTS

Electronic/Printable Certification

After the template has been completed, the Certificate of the Officer/Designate must select the preferred authorization method (“Electronic Certification” or “Printable Certification”) in order to certify the filing of the FI-Main collection.

Printable Certification can be printed and sent through any of the following methods:

Email

FI@IBC.CA

Fax

Attn: Data Management and Exhibit Production Services
416-644-3138

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Electronic Certification	[row 20, column B]	Select this option by clicking on the radio button if electronic certification is preferred	Certification by the Officer/Designate is required in order to complete the FI-Main collection filing	Mandatory (if electronic is preferred)
Printable Certification	[row 20, column B]	Select this option by clicking on the radio button if printable certification is preferred	Certification by the Officer/Designate is required in order to complete the FI-Main collection filing	Mandatory (if printed copy is preferred)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Distribution Channel

Each company is required to indicate its Primary Distribution Channel. If the company utilizes a second distribution channel which makes up at least 25% of the business, a Secondary Distribution Channel must be selected.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Primary Channel	[row 28, column C]	Select the primary distribution channel from the drop down menu	Options available: <ul style="list-style-type: none"> • External Broker • Captive/Internal Agent • Direct Writer • Other 	Mandatory
Secondary Channel	[row 29, column C]	Select the secondary distribution channel from the drop down menu	Options Available: <ul style="list-style-type: none"> • Not Applicable • External Broker • Captive/Internal Agent • Direct Writer • Other 	Mandatory (for companies with a secondary distribution channel which makes up at least 25% of the business)

Ownership

Each company is required to indicate its origin of ownership.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Ownership	[row 31, column C]	Select Ownership from the drop down menu	Options available: <ul style="list-style-type: none"> • Canadian • United States • Other 	Mandatory
Specify country of ownership if outside Canada/US	[row 32, column B]	Manually enter the country of ownership if outside Canada/US		Mandatory (if outside of Canada/US)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Incorporation Jurisdiction

Each company is required to indicate its Incorporation Jurisdiction.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Incorporation Jurisdiction	[row 34, column C]	Select Incorporation Jurisdiction from the drop down menu	Options available: <ul style="list-style-type: none"> • Federal • Provincial • Other 	Mandatory

Auto Business Written

Each company is required to indicate its Auto Business Written.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Auto Business Written	[row 36, column C]	Select Auto Business Written from the drop down menu	Options available: <ul style="list-style-type: none"> • Private Passenger Auto Only • Other than Private Passenger Auto Only • Both 	Mandatory

Please note that when “Other than PPA Auto Only” is selected, the user will not be required to complete Tab 1-cover: Allocation Methods, Tabs 2-4 PPA-TPL/PA/OTH, and Tab 8-run-off. The only tabs that need to be completed are Tab 1-cover (except Allocation Method section) and Tab 9-additional.

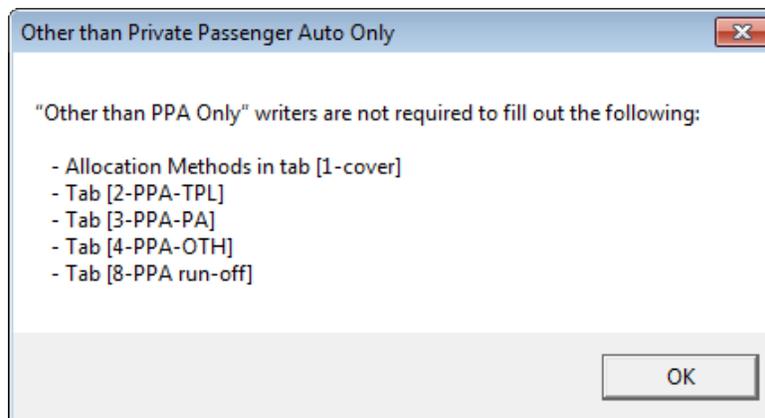


Figure 19 Message Box - Other than PPA only

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reporting Period

Each company is required to indicate its fiscal year Start Date. The End Date will automatically be populated.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Start Date	[row 39 column C]	Select the Start Date of your company's fiscal year from the drop down menu	Start Date will automatically populate cell	Mandatory
End Date	[row 40, column B]	No need to select the End Date	End Date will automatically populate cell	No action needed for this field

Allocation Method

All companies are required to indicate each "Allocation Method" used for the allocation of Expenses, Investment Income and Equity.

Please note that reporting companies must use their own company-specific methodology, if available, or develop an allocation method that is reasonable based on the company's business.

The Allocation Method provided in the document should only be used in the event that the company is lacking its own methodology.

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – Expenses			
1. What is the allocation method used this year to complete this file?	[row 44, column C]	Options available: <ul style="list-style-type: none"> • Company Specific • GISA 	Mandatory
Briefly describe the company's methodology: For the categories of expenses such as commissions, taxes, other expenses, general expenses and premium deficiency adjustments, please indicate if any of the allocation methods are different than for the others (e.g. expenses allocated based on premiums earned, with the exception that taxes were allocated based on premiums written)	[row 45, column B]	Manually enter the company's methodology once, unless multiple allocation methods are used	Mandatory (if Company Specific allocation method is selected)

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – Expenses			
Specify the reason for using GISA Provided methodology	[row 46, column C]	Options available: <ul style="list-style-type: none"> • Company doesn't have its own methodology • Company's methodology is similar to GISA • Methodology was recommended 	Mandatory (If GISA allocation method is selected)
2. Is the allocation method used this year different from last year?	[row 47, column C]	Options available: <ul style="list-style-type: none"> • Yes • No 	Mandatory
Briefly describe the difference(s)	[row 48, column B]	Manually enter the difference(s)	Mandatory (if Yes)
3. Is the allocation method used different than the allocation method used in your ULAE submission?	[row 47, column C]	Options available: <ul style="list-style-type: none"> • Yes • No 	Mandatory
Briefly describe the difference(s)	[row 48, column B]	Manually enter the difference(s)	Mandatory (if Yes)

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – Investment Income			
1. What is the allocation method used this year to complete this file?	[row 51, column C]	Options available: <ul style="list-style-type: none"> • Company Specific • GISA 	Mandatory
Briefly describe the company's methodology	[row 52, column B]	Manually enter company's methodology	Mandatory (if Company Specific allocation method is selected)
Specify the reason for using GISA Provided methodology	[row 53, column C]	Options available: <ul style="list-style-type: none"> • Company doesn't have its own methodology • Company's methodology is similar to GISA • Methodology was recommended 	Mandatory (If GISA allocation method is selected)

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – Investment Income			
2. Is the allocation method used this year different from last year?	[row 54, column C]	Options available: <ul style="list-style-type: none"> • Yes • No 	Mandatory
Briefly describe the difference(s)	[row 55, column B]	Manually enter the difference(s)	Mandatory (if Yes)

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Allocation Method – Equity			
1. What is the allocation method used this year to complete this file?	[row 58, column C]	Options available: <ul style="list-style-type: none"> • Company Specific • GISA 	Mandatory
Briefly describe the company's methodology	[row 59, column B]	Manually enter company's methodology	Mandatory (if Company Specific allocation method is selected)
Specify the reason for using GISA Provided methodology	[row 60, column C]	Options available: <ul style="list-style-type: none"> • Company doesn't have its own methodology • Company's methodology is similar to GISA • Methodology was recommended 	Mandatory (If GISA allocation method is selected)
2. Is the allocation method used this year different from last year?	[row 61, column C]	Options available: <ul style="list-style-type: none"> • Yes • No 	Mandatory
Briefly describe the difference(s)	[row 62, column B]	Manually enter the difference(s)	Mandatory (if Yes)

2015 Automobile Financial Information REPORTING REQUIREMENTS

Additional Notes/Comments

Please report any significant changes during the reporting period which may affect the analysis or comparison of reported data. These changes include, but are not limited to, changes in shareholder structure, changes in distribution channels, mergers, or acquisitions, etc.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY /OPTIONAL
Additional Notes/Comments	[row 44, column B]	Manually enter your comments	If there are no significant changes to report, enter "Not Applicable or N/A"	Mandatory

TABS 2 to 4 – Private Passenger (excluding FARM) – PPA-TPL, PPA-PA, PPA-OTH

Definitions of Required Data Elements

Premiums Written

Direct Premiums Written [1]

Direct premiums written are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 01. Please report the company's own direct premiums, by province and territory, as shown in the P&C Quarterly Return (Q4) page 67.10 rows 11-13.

Reinsurance Assumed [2]

Reinsurance Assumed is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 02. The P&C Quarterly Return (Q4) page 60.20 rows 11-13, column 02 provides the province-aggregated amounts for PPA by coverage. These amounts must be broken down and reported by province and territory. In absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct premiums written by province and territory (i.e. per [1] above).

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reinsurance Ceded [3]

Reinsurance Ceded is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 03. The P&C Quarterly Return (Q4) page 60.20 rows 11-13, column 03 provides the province-aggregated amounts for PPA by coverage. These amounts must be broken down and reported by province and territory. In absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct premiums written by province and territory (i.e. per [1] above).

Net Premiums Written [4]

Net premiums written are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 04.

These amounts are automatically calculated or derived in the following formula in the template:

$$[4] = \{[1] + [2] - [3]\}$$

Premiums Earned

Direct Premiums Earned [5]

Please report the company's own direct premiums earned, by province and territory, as shown in the P&C Quarterly Return (Q4) page 67.20 rows 11-13.

Reinsurance Assumed [6]

The P&C Quarterly Return (Q4) page 67.20 row 87, columns 01 through 19 provide the line-aggregated amounts by province and territory. These amounts must be broken down and reported by PPA coverage based on the following formula:

Premiums Earned - Reinsurance Assumed

Assumed Earned	equals	Assumed Written	plus	Change in Assumed Unearned
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In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to assumed premiums written by province and territory (as per [2] above).

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reinsurance Ceded [7]

The P&C Quarterly Return (Q4) page 67.20 row 88, columns 01 through 19 provide the line-aggregated amounts by province and territory. These amounts must be broken down and reported by PPA coverage based on the following formula:

Premiums Earned - Reinsurance Ceded

Ceded Earned	equals	Ceded Written	plus	Change in Ceded Unearned
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In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to ceded premiums written by province and territory (as per [3] above).

Net Premiums Earned [8]

Net premiums earned are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 06. These amounts are automatically calculated or derived in the following formula in the template:

$$[8] = \{[5] + [6] - [7]\}$$

The resulting amounts aggregated across province must correspond to P&C Quarterly Return (Q4) page 60.20 rows 11-13 column 07.

Direct Claims and Adjustment Expenses

Direct Claims and Adjustment Expenses [9]

Please report the company's own direct claims and adjustment expenses, by province and territory, as shown in the P&C Quarterly Return (Q4) page 67.30 rows 11-13.

Reinsurance Assumed [10]

The P&C Quarterly Return (Q4) page 67.30 row 87, columns 01 through 19 provide the line-aggregated amounts by province and territory. Page 60.20 rows 11-13 column 09 provide the province-aggregated amounts for PPA by coverage. These amounts must be broken down and reported by PPA coverage and jurisdiction based on the following formula:

Assumed Incurred

Assumed Incurred	equals	Assumed Paid	plus	Change in Assumed Unpaid
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2015 Automobile Financial Information REPORTING REQUIREMENTS

In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct incurred claims and adjustment expenses (as per [9] above).

Reinsurance Ceded [11]

Reinsurers' share of claims and adjustment expenses is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 64. Page 67.30 row 88, columns 01 through 19 provide the line-aggregated amounts by province and territory. Page 60.20 rows 11-13 column 10 provides the province-aggregated amounts for PPA by coverage. These amounts must be broken down and reported by PPA coverage and jurisdiction based on the following formula:

Ceded Incurred

Ceded Incurred	equals	Ceded Paid	plus	Change in Ceded Unpaid
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In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct incurred claims and adjustment expenses (as per [9] above).

Net Claims and Adjustments Expenses [12]

Net claims and adjustment expenses are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 10. These amounts are automatically calculated or derived in the following formula in the template:

$$[12] = \{[9] + [10] - [11]\}$$

The resulting amounts aggregated across province must correspond to P&C Quarterly Return (Q4) page 60.20 rows 11-13 column 11.

Commission excluding Contingent Commission

Direct Commission Expenses [13]

Direct commission expense (excluding contingent commission) for Automobile-total can be calculated from amounts in P&C Quarterly Return (Q4) page 80.10 row 29 as follows:

Direct Commission

Direct Commission	equals	Direct written commission	plus	Change in deferred direct commission
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2015 Automobile Financial Information REPORTING REQUIREMENTS

These amounts must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct premiums written by province (as per [1] above).

Reinsurance Assumed [14]

Assumed commission expense (excluding contingent commission) for Automobile-total can be calculated from amounts in P&C Quarterly Return (Q4) page 80.10 row 29 as follows:

Assumed Commission

Assumed Commission	equals	Assumed written commission	plus	Change in deferred assumed commission
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These amounts must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to assumed premiums written by province (as per [2] above).

Reinsurance Ceded [15]

Ceded commission expense (excluding contingent commission) for Automobile-total can be calculated from amounts in P&C Quarterly Return (Q4) page 80.10 row 29 as follows:

Ceded Commission

Ceded Commission	equals	Ceded written commission	minus	Change in unearned commission
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These amounts must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to ceded premiums written by province (as per [3] above).

Net Commission Expenses [16]

Net commission (excluding contingent commission) for Automobile-total is defined in the same way as in the P&C Quarterly Return (Q4) page 80.10 row 29 column 10. These amounts are automatically calculated or derived in the following formula in the template:

$$[16] = \{[13] + [14] - [15]\}$$

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Contingent Commissions [17]

Contingent commissions are defined in the same way as in the P&C Quarterly Return (Q4) page 80.10 row 33 minus row 43. This amount must be reported on an actual accrued basis for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to direct premiums written (i.e. as per [1] above) or assumed written premiums (as per [2] above) as appropriate.

Taxes [18]

Taxes are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 12. This amount must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or already allocated, it is recommended that companies allocate these amounts in proportion to direct premiums written (as per [1] above).

Other Expenses [19]

Other expenses are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 14. Other expenses are mainly related to acquisition as defined in the P&C Annual Supplement page 80.20 row 89 column 02. This amount must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate this amount in proportion to direct premiums written (as per [1] above) or assumed premiums written (as per [2] above) as appropriate.

General Expenses [20]

General expenses are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 16, as well as page 80.20 row 89 columns 04 of the P&C Annual Supplement. The aggregated general expenses reported must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate to PPA by coverage based on:

- a.) 50% of the aggregated general expenses in proportion to earned premiums on a direct, assumed, gross or net basis as appropriate (based on one or more of [5], [6], [7] and [8] above) to reflect the business volume, and
- b.) 50% in proportion to the number of policies in force to capture the policy administration and the claims handling expenses. The number of policies in force can be taken from the P&C Quarterly Return (Q4) page 60.20 rows 11-13 column 21.

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It is recommended that companies allocate the resulting amounts by province and territory based on premium earned as described in item (a) above.

Premium Deficiency Adjustments [21]

Premium deficiency adjustments are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 20. This amount must be reported on an actual accrued basis for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate these amounts in proportion to direct premiums written (i.e. as per [1] above) or assumed premiums written (as per [2] above) as appropriate.

Underwriting Income (Loss) [22]

Underwriting income (loss) is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 29. These amounts are automatically calculated or derived in the following formula in the template:

$$[22] = [8] - \{[12] + [16] + [17] + [18] + [19] + [20] + [21]\}$$

Net Investment Income [23]

Net investment income is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 39. The aggregated net investment income reported must be allocated for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate the aggregated net investment income in proportion to the net unearned premiums, as shown in the P&C Quarterly Return (Q4) page 60.20, and the net unpaid claims, as shown in the P&C Quarterly Return (Q4) page 60.30.

The following formula can be used to allocate this amount to PPA by coverage first:

Net Investment Income for PPA by coverage (11 to 13)

$$= 20.30.39.01 \times \frac{\{[60.20.(11 \text{ to } 13).06] + [60.30.(11 \text{ to } 13).08]\}}{\{[60.20.89.06] + [60.30.89.08]\}}$$

These province-aggregated amounts for PPA by coverage can then be allocated to the province using a similar formula, relying on a provincial breakdown of net unearned premium and a provincial breakdown of net unpaid claims.

The formula shown in above can be refined by replacing the current values of net unearned premium and net unpaid claims with the average of current and prior values.

2015 Automobile Financial Information REPORTING REQUIREMENTS

Other Revenues and Expenses [24]

Other revenue and expenses are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 rows 40 through 46. The sum of these amounts must be broken down and reported for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate these amounts in proportion to one of the premium basis in [1] through [8] depending on the nature of the Other Revenues and Expenses.

Total Income Taxes [25]

Total income taxes are defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 59. The aggregated income taxes information reported must be allocated for PPA by coverage and by province and territory. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies use the following formula:

$$[25] = \{[22] + [23] + [24]\} \times \text{income tax rate}$$

Where, the income tax rate is calculated on a company-wide basis from P&C Quarterly Return (Q4) page 20.30.

Income tax rate

$$= \frac{20.30.59.01}{20.30.49.01}$$

Net Income (Loss) for the Year [26]

Net income (loss) is defined in the same way as in the P&C Quarterly Return (Q4) page 20.30 row 89. These amounts are automatically calculated or derived in the following formula in the template:

$$[26] = \{[22] + [23] + [24] - [25]\}$$

2015 Automobile Financial Information REPORTING REQUIREMENTS

Allocated Equity (Average for Period) (27)

Total equity is defined as the amount in P&C Quarterly Return (Q4) page 20.20 row 49 column 01. The average for the period computed as the average of the amounts in columns 01 and 03. This amount must be broken down for PPA by coverage and province and territory. Companies are strongly urged to determine an appropriate basis for assignment of equity for this purpose. In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate this amount to PPA by coverage and by province and territory in proportion to the sum of net unpaid claims underlying the net incurred claims in (12) above, and net unearned premiums underlying the net premium earned in (8) above.

a. Total Equity (average for the period)

Total Equity Average for the Period

$$= \frac{\{(20.20.49.01) + (20.20.49.03)\}}{2}$$

Note: Foreign companies should use page 20.20 row 69 in place of page 20.20 row 49.

b. Allocation to PPA by coverage

Equity for PPA by coverage

$$= \text{Total Equity} \times \frac{\{[60.30.(11 to 13).08] + [60.20.(11 to 13).06]\}}{\{[60.30.89.08] + [60.20.89.06]\}}$$

c. Allocation by province and territory

Equity for PPA by coverage & province

$$= \text{Total Equity for PPA by coverage} \times \frac{\{[Net Unpaid for PPA by coverage \& province] + [Net Unearned for PPA by coverage \& province]\}}{\{[60.30.(11 to 13).08] + [60.20.(11 to 13).06]\}}$$

The formula shown in b. and c. above can be refined by replacing the current values of net unearned premium and net unpaid claims with the average of current and prior values.

Return on Equity [28]

Return on equity is a calculated field and defined as:

$$[28] = [26] / [27]$$

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reporting Data Elements

These three tabs require financial data for Private Passenger Auto (PPA), which is defined as a combination of type of business 0, 1, 4, 5, 8, and 9, and type of use 01–19 under the GISA ASP. This definition is in line with that in the P&C Quarterly Return (Q4) and P&C Annual Supplement.

These three tabs are for the following coverage: Liability (TPL), Personal Accident (PA) and Other (OTH), as defined in the P&C Quarterly Return (Q4), respectively.

These three tabs should be used to report companies' own business. Business allocated by FARM should not be included in these three tabs.

To simplify the reporting, all provinces have been included and arranged in the same order as reported in the P&C Quarterly Return (Q4).

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Private Passenger Automobile – Tabs 2, 3, 4 (PPA-TPL/PA/OTH) – Statement of Income			
Direct Premiums Written [1]	[row 6, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Reinsurance Assumed [2]	[row 7, columns C to P]		
Reinsurance Ceded [3]	[row 9, columns C to P]		
Net Premiums Written [4]	[row 9, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field
Direct Premiums Earned [5]	[row 11, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Reinsurance Assumed [6]	[row 12, columns C to P]		
Reinsurance Ceded [7]	[row 13, columns C to P]		
Net Premiums Earned [8]	[row 14, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Private Passenger Automobile – Tabs 2, 3, 4 (PPA-TPL/PA/OTH) – Statement of Income			
Direct Claims and Adjustment Expenses [9]	[row 16, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Reinsurance Assumed [10]	[row 17, columns C to P]		
Reinsurance Ceded [11]	[row 18, columns C to P]		
Net Claims and Adjustment Expenses [12]	[row 19, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field
Direct Commission Expenses [13]	[row 21, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Reinsurance Assumed [14]	[row 22, columns C to P]		
Reinsurance Ceded [15]	[row 23, columns C to P]		
Net Commission Expenses [16]	[row 24, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field
Contingent Commissions [17]	[row 25, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Taxes [18]	[row 26, columns C to P]		
Other Expenses [19]	[row 27, columns C to P]		
General Expenses [20]	[row 28, columns C to P]		
Premium Deficiency Adjustments [21]	[row 29, columns C to P]		
Underwriting Income (Loss) [22]	[row 30, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Private Passenger Automobile – Tabs 2, 3, 4 (PPA-TPL/PA/OTH) – Statement of Income			
Net Investment Income [23]	[row 31, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Other Revenues and Expenses [24]	[row 32, columns C to P]		
Total Income Taxes [25]	[row 33, columns C to P]		
Net Income (Loss) for the Year [26]	[row 34, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field
Allocated Equity (Average for Period) [27]	[row 35, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Return on Equity [28]	[row 36, columns C to P]	Automatically calculated field	Entry of values is not allowed in this field

TABs 5 to 7 – FARM-TPL, FARM-PA and FARM-OTH

FARM data reporting has been deferred for the 2014 and subsequent collection years, but may be collected in the future. GISA will provide notice if there is a change in FARM data reporting requirements.

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TAB 8 – PPA-Run-Off

This tab requires information about PPA net claims and adjustment expenses for the companies' own business, excluding business allocated from the FARM.

Definitions of Required Data Elements

Paid

Paid is defined in the same way as in the P&C Annual Supplement page 60.40 row 50. Paid means amount paid during the reporting period.

A provincial breakdown is required, but a coverage level breakdown is not, i.e. the amounts to be reported are those pertaining to PPA-total. Companies are expected to report actual net paid losses for PPA by province and territory and accident year.

UCAE

UCAE is defined in the same way as in the P&C Annual Supplement page 60.40 row 51. UCAE means unpaid claims and adjustment expenses (excluding IBNR).

A provincial breakdown is required, but a coverage level breakdown is not, i.e. the amounts to be reported are those pertaining to PPA-total. Companies are expected to report actual net UCAE for PPA by province and territory and accident year.

IBNR

IBNR is defined in the same way as in the P&C Annual Supplement page 60.40 row 52. IBNR means incurred but not reported claims and adjustment expenses on an undiscounted basis.

A provincial breakdown is required, but a coverage level breakdown is not, i.e. the amounts to be reported are those pertaining to PPA-total.

The IBNR for PPA total should be consistent with the IBNR underlying the net claims incurred (undiscounted) shown in the P&C Quarterly Return (Q4) page 60.21 rows 11, 12 and 13, combined, column 11. Similarly, the IBNR by province and territory should be consistent with the IBNR underlying the net claims incurred (undiscounted) shown in the P&C Quarterly Return (Q4) page 67.31 row 89 columns 01 through 19.

In the absence of actual amounts being available or any reasonable allocation method already being employed, it is recommended that companies allocate PPA total IBNR by province to individual accident year in proportion to PPA UCAE by province and territory and accident year.

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Ratio

Ratio is defined in the same way as in the P&C Annual Supplement page 60.40 row 59. Ratio is calculated based on the following formula, comparable to the ratios shown on page 60.40:

$$1 - \frac{\text{Paid during the reporting period} + (\text{UCAE} + \text{IBNR}) \text{ at the end of the reporting period}}{(\text{UCAE} + \text{IBNR}) \text{ at the end of the last reporting period}}$$

A provincial breakdown is required, but a coverage level breakdown is not, i.e. the amounts to be reported are those pertaining to PPA-total.

Reporting Data Elements

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Private Passenger Automobile (excluding FARM) – Net Claims and Adjustment Expenses Run-Off			
“Accident Year 2010 and Prior” to “Accident Year 2015” <ul style="list-style-type: none"> • Paid • UCAE • IBNR 	(columns B to Y) Provincial Entry (rows 6 to 19)	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
“Accident Year 2010 and Prior” to “Accident Year 2014” <ul style="list-style-type: none"> • Ratio 	(columns B to Y) Provincial Entry (rows 6 to 19)	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in number format 	<ul style="list-style-type: none"> • Two (2) decimal places will automatically fill this cell • Do not use percentage sign (%) <i>Example: Computed Ratio of 1.29% should be reported as 1.29</i>
All Accident Years <ul style="list-style-type: none"> • Paid • UCAE • IBNR 	(columns Z to AB) Provincial Entry (rows 6 to 19)	Automatically calculated field	Value entry is not allowed in this field

2015 Automobile Financial Information REPORTING REQUIREMENTS

TAB 9 – Additional (Information)

Definitions of Required Data Elements

Section 1 - PPA (excluding FARM)

Written Exposures PPA [29]

Written exposures PPA is defined as the total exposure written within the reporting period. Please use the mandatory TPL coverage only. An annual policy for one vehicle counts as one and two vehicles counts as two. A semi-annual policy for one vehicle counts as 0.5, and two vehicles counts as one.

Advertising/Marketing Expenses PPA [30]

Advertising/marketing expenses PPA is defined as the expenses incurred to the reporting companies in the following three main categories:

- (1) Advertising/marketing activities targeting the general public, including but not limited to promoting companies, brands and products in various publicly accessible media and events
- (2) Advertising/marketing activities targeting pre-selected groups, including but not limited to mailing and calling from a company's customer service center (or similar unit designated for these kinds of activities)
- (3) Special promotion offers, including but not limited to gift cards and air miles rewards; however, group rate, which is determined by an actuarial ratemaking process, is not considered a special promotion offer

Reporting companies are required to use an appropriate method to determine the marketing expenses for the PPA by province and territory. For example:

- A top-down method based on an allocation of the expenses if the expenses are not for PPA only, such as the expenses mentioned under point (1) above. In the absence of actual amounts being available or any reasonable allocation method being employed, it is recommended that companies allocate these amounts in proportion to the direct premiums written.
- A bottom-up method based on an actual accrued basis if the expenses can be clearly attributed to the various PPA headings, such as the expenses mentioned under point (2) above.

These two methods can be used whenever appropriate for the underlying expenses.

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Net Premium Financing Revenue PPA [31]

Insurance companies often offer payment plans and some companies charge a service fee to clients choosing a payment plan. Net premium financing revenue is defined as the difference between the service charges and the internal financing cost for the payment plan.

This amount should be reported on actual accrued basis, for PPA by province and territory.

Section 2 - Other than PPA (excluding FARM)

Written Exposures Other Than PPA [32]

Written exposures Other Than PPA is defined as the total exposure written within the reporting period. Please use the mandatory TPL coverage only. An annual policy for one vehicle counts as one and two vehicles counts as two. A semi-annual policy for one vehicle counts as 0.5, and two vehicles counts as one.

Standard Commissions Other than PPA [33]

Standard commissions auto other are defined as standard commissions (i.e. the total commission less contingent commission) for automobiles other than PPA. Since the standard commission is normally directly linked to the premiums, this amount must be reported on an actual accrued basis. Please report the standard net *PPA* commissions and standard net *Other than PPA* commissions based on their amounts included on P&C page 80.10 row 29 column 10. If page 80.10 row 29 column 10 does not include FARM, the amount should be equal to standard net commissions PPA [16] plus standard commissions Other than PPA [33].

Section 3 - Automobile Total (including FARM)

Advertising/Marketing Expenses Auto Total [34]

Advertising/marketing expenses Total Auto defined as the expenses incurred to the reporting companies in the following three main categories:

- (1) Advertising/marketing activities targeting the general public, including but not limited to promoting companies, brands and products in various publicly accessible media and events
- (2) Advertising/marketing activities targeting pre-selected groups, including but not limited to mailing and calling from a company's customer service center (or similar unit designated for these kinds of activities)
- (3) Special promotion offers, including but not limited to gift cards and air miles rewards; however, group rate, which is determined by an actuarial ratemaking process, is not considered a special promotion offer

2015 Automobile Financial Information REPORTING REQUIREMENTS

Reporting companies are required to use an appropriate method to determine the marketing expenses for Total Auto by province and territory, and consistent with the method used to derive amounts for PPA in [30] above.

Net Premium Financing Revenue Auto Total [35]

Insurance companies often offer payment plans and some companies charge a service fee to clients choosing a payment plan. Net premium financing revenue is defined as the difference between the service charges and the internal financing cost for the payment plan.

This number should be reported on actual accrued basis for Automobile Total by province and territory, and consistent with the method used to derive amounts for PPA in [31] above.

Net Premium Financing Revenue

All companies are required to provide the net premium finance revenue and how the finance fee is applied.

FIELD NAME	ROW & COLUMN	INSTRUCTIONS/ ADDITIONAL NOTES	MANDATORY /OPTIONAL
In reference to Net Premium Financing Revenue [31] and [35], please identify whether	[row 16 columns D to J]	Options Available: <ul style="list-style-type: none"> • company does not collect finance fees • company collects finance fees and reports finance fee in premium • company collects finance fees and reports finance fees in service charge line in P&C • company collects finance fees and reports finance fees as an offset to the general expense line in P&C • other than above. Please explain. 	Mandatory

**2015 Automobile Financial Information
REPORTING REQUIREMENTS**

Reporting Data Elements

FIELD NAME	ROWS & COLUMNS	INSTRUCTIONS	ADDITIONAL NOTES
Additional Information – Tab 9 - Section 1 PPA (Excluding Farm)			
Written Exposures PPA [29]	[row 6, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the actual values per province 	<ul style="list-style-type: none"> • Mandatory (if company writes PPA) • Values must not contain thousand separator or any other special characters • Blank cells will generate an error
Advertising/Marketing Expenses PPA [30]	[row 7, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Net Premium Financing Revenue PPA [31]	[row 8, columns C to P]		
Section 2 – Other than PPA (excluding FARM)			
Written Exposures Other than PPA [32]	[row 10, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the actual values per province 	<ul style="list-style-type: none"> • Mandatory (if company writes Other than PPA) • Values must not contain thousand separator or any other special characters • Blank cells will generate an error
Standard Commissions Other than PPA [33]	[row 11, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Section 3 - Automobile Total (including FARM)			
Advertising/Marketing Expenses Auto Total [34]	[row 14, columns C to P]	<ul style="list-style-type: none"> • Default values are set to zero • Manually enter the values in thousands of dollars (\$'000s) per province 	<ul style="list-style-type: none"> • Values must be in pure integer without thousand separator, decimal point, or any other special characters • Blank cells will generate an error
Net Premium Financing Revenue Auto Total [35]	[row 15, columns C to P]		

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TAB 10 – Summary

The table provided in this tab can be used to review all data entered in tabs 2 to 4. It displays both of the following for the selected data element:

1. PPA data by coverage and by province and territory
2. Sum of the PPA data by province and territory

Please note that the table must not be completed and is for reference only.

Summary of Tabs 2 to 4

FIELD NAME	ROW & COLUMN	INSTRUCTIONS	ADDITIONAL NOTES	MANDATORY/ OPTIONAL
Data Element	[row 5, column A]	Select data element from the drop-down menu	System will automatically populate the cell	Optional

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Frequently Asked Questions

P&C Returns

1. **Q:** The creation of the .NUM extension file is very difficult as the P&C software no longer creates that file.
A: *For the 2014 and subsequent FI Collection, the .OSFI extension filings will be accepted.*

FI-ULAE

2. **Q:** For FI-ULAE filing, are we required to submit only federally regulated companies and not the provincially regulated companies?
A: *Both federally and provincially regulated companies must be submitted.*
3. **Q:** What are the names of the organizations that would be sending the health levies?
A: *Generally, it will be the Superintendent of Insurance of each province who supplies information to the insurers about the health levies.*
4. **Q:** Should FI-ULAE be provided on an “undiscounted Incurred ULAE” or “discounted Incurred ULAE”?
A: *The ULAE should be reported on an undiscounted basis.*
5. **Q:** Does the “Provincial Health Levy” need to be included in all 3 lines: Provincial Health Levy (PPA), ULAE (PPA) and Direct Claims Incurred (PPA)?
A: *The “Provincial Health Levy” and “ULAE” should be reported separately but both are included in the “Direct Claims Incurred” total.*
6. **Q:** In the Submission and Reporting Requirement document, page number that is quoted is 67.31 (undiscounted), whereas in a previous year, we used 67.30 (discounted). Which page should be used to complete the ULAE?
A: *Please report both your ULAE and Direct Claims on an undiscounted basis as per page 60.50 and 67.31.*

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FI-Main

7. **Q:** “Service Charges” (page 20.30, row 07) and “Other” (page 20.30, row 08) were not captured in the template. How should these to be allocated? If not allocated in the template, the Underwriting income (loss), Income Tax, and Equity will not be correct.
A: *“Service Charges” and “Other” are best captured if added to the Direct Premiums Written and also added to Direct Premiums Earned of the FI-Main template. This is also based on OSFI’s instructions where “Services Charges” are not identified separately.*
8. **Q:** In a previous year, Risk Sharing Pool (RSP) was separated from Facility Association Residual Market (FARM) and included in Tabs 2, 3 and 4. As per the instruction, FARM data is excluded. Please confirm if we should include RSP in tabs 2, 3 & 4.
A: *Yes, include RSP data in these tabs as it has always been part of a company’s direct business.*
9. **Q:** How do we enter the Ratio in Tab 8-run-off of FI-Main collection?
A: *Ratio column in tab 8 must be entered in number format with two (2) decimal places but without the percentage sign, e.g. computed Ratio of 1.29% should be reported as 1.29.*
10. **Q:** The instruction for Tab 8-run-off states that values need to be consistent with P&C Annual Supplement page 60.40 which is for undiscounted claims. If page 60.41 is for discounted claims run-off, which one is required for FI-Main?
A: *In FI-Main Tab 8 - Run-off, the values should be reported in an undiscounted basis.*
11. **Q:** Is “Written Exposures” the vehicle count? The Reporting and Submission Requirements document states to “Manually enter values in thousands (\$’000s) per provinces”.
A: *This has been clarified in the new template. Enter the vehicle count on Written Exposures as per the definitions in the document, with actual vehicle count.*
12. **Q:** For companies that write “Other than PPA Only”, they are still required to fill out all Allocation Methods and tabs, however no information is required.
A: *Starting with the 2014 FI Collection, we have revised the template such that only the appropriate fields and tabs need to be completed.*

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Additional Questions

13. **Q:** Can the two FI filings be combined into one submission and due at the same time?
A: *No, FI-ULAE data is collected ahead of the FI-Main collection to coincide with the publication of Automobile Statistical Plan (ASP) deliverables that require this information. All submissions are accepted ahead of the provided due dates.*
14. **Q:** Can we link our working files to the final template?
A: *Linking a working file to the FI template is not allowed as this may affect the macros built into the template and affect the results of your file.*
15. **Q:** Can values for the template be copied and pasted from other Excel workbooks?
A: *It is not recommended to paste values from other workbooks, as changes in display format might generate errors in your submission.*