



FI Requirements and Recommendations

- Users are strongly urged to attempt logging in to their GISA portal account several weeks prior to the FI collection due dates in case passwords are forgotten and need to be reset
- If your FI Coordinator or FI Authorizing Contact has left the company or moved to a new role since the last FI collection, please notify the FI team at FI@IBC.ca and set up a new contact as a replacement
 - Please be advised that due to heavy volumes of requests around the due dates, the process of setting up a new user could be delayed. To guarantee that a new user is set up before the collection due dates, make sure you submit your new user request form no later than February 15th
- The methodology used for equity allocation must be consistent from year-to-year, across all jurisdictions and coverages. The allocated equity must be a positive amount for each jurisdiction and coverage
- FI-ULAE and FI-Main filings can only be submitted to the GISA portal after the P&C-Q4 and P&C Annual Supplement have been filed
- Although you are able to submit your FI ULAE and FI Main filings without completing the Certificate of the Officer/Designate section through the GISA portal, this is a mandatory section and you must either:
 - Check off the Electronic Certification checkbox, or;
 - Attach the printable certification

Failure to select one of the options will result in a late submission

- A generated file must be created before submitting files through the GISA Portal. The **Generate** button must be clicked after the template is completed
- Numerical values must be entered as integers without thousand separator, decimal points, or any other special characters
- Ensure that the correct OSFI ID is entered in the FI templates and GISA portal. If you are unsure as to what your company's OSFI ID is, please contact the FI team at FI@IBC.ca. For insurers that are not federally regulated, please use your provincial or territorial assigned number
- All subsidiaries and company numbers must be included on the Cover (Tab-1) of the FI ULAE and FI Main templates

Failure to adhere to certain Best Practices may result in deficiency and/or late fees