

USER GUIDE

TO

INPUT TEMPLATE

Table of Contents

	<u>Page</u>
I. Layout and convention of the electronic input templates (“e-templates”).....	1
II. How to fill in the e-templates.....	3
III. How to save the Returns for amendments/ updates	11
IV. How to retrieve the saved Returns for amendments/ updates.....	13
V. How to print a hard copy of the Returns	15
VI. How to submit the Returns to the Insurance Authority by electronic means.....	16

I. Layout and convention of the electronic input templates (“e-templates”)

1. Color Convention

- The fields in green color denote input fields for entering particulars such as the name of insurer, the period covered and the class of business reported.
- The fields in white color denote input fields for entering numeric data. These input fields are default to have a zero value
- The fields in blue color denote protected fields with pre-defined formula for calculating the totals of data in specific columns/row. The totals will be automatically calculated when the relevant data are inputted. You may view a formula by placing the cursor to any of these fields.
- The fields in gray color denote protected fields and data input is not allowed.

2. Date Format

- For annual returns (“Returns”), the date may be inputted as DD MON YYYY (e.g. 01 JAN 2003 or 1 Jan 2003) or DD/MM/YYYY (e.g. 01/01/2003 or 1/1/2003). In any cases, the date will be represented in the e-templates as DD MON YYYY.
- For quarterly returns (“Returns”), “Reporting Quarter” should be inputted as 1, 2, 3, or 4, and the “Reporting Year” should be inputted in the form of “YYYY” (4 digits must be entered).

3. Numeric Fields

- **Only integers are acceptable. Decimal point or decimal digits will not be admitted.**
- A comma would be automatically inserted for every 3 digits. You may or may not include commas when inputting the figures
- Negative figures may be inputted with a negative sign “-“ or a pair of brackets. In any cases, the negative figures will be represented on the e-templates with a pair of brackets.
- The maximum length is 15 digits.

4. Customized Buttons

- ***Save as XML File for Submission to IA***

This button enables you to save the e-templates in **XML format** to be ready for submission to the IA.

- ***Import XML File***

This button enables you to import the e-templates saved in XML format for updates/amendments.

- ***Clear All Sheets Data***

This button enables you to clear all input fields on all the worksheets of the e-templates.

- ***Clear This Sheet Data***

This button enables you to clear all input fields on the worksheet displayed on screen.

- ***Add Separate Form***

This button enables you to create a new blank form for data input of different classes of business.

- ***Delete Form***

This button enables you to delete the form displayed on screen that is created using the “Add Separate Form” button.

5. Form ID

Some forms, such as Forms 6 to 9 in HKGBAR and Form HKL1 in HKLTBAR, provide the “Add Separate Form” button to enable you to create a new blank form for data input of another business class. A unique system-defined form ID will be assigned to each of these new forms. Form ID should not be changed otherwise our system will not be able to recognize the input. (Please refer to step 6 in section II below.)

II. How to fill in the e-templates

The operations of all e-templates are similar. For illustration purpose, Hong Kong General Business Returns (“HKGBAR”) running under Microsoft Excel 2002 would be used as an example below. Other input templates may also be used for illustration where appropriate.

1. To fill in e-templates, you should download the corresponding input templates from the website of the [Office of the Commissioner of Insurance \(“OCI”\) \(“Public Forms” → “Returns/Forms”\)](#) and save them as separate Excel files.
2. Open an e-template saved in step 1 via Excel application. As the e-templates are developed using Microsoft Excel Macro, a standard security warning will appear when the file is opened. Provided that you are downloading the e-template directly from the OCI’s website, you can comfortably click “Enable Macros” (啓用巨集) to accept the e-template. [Note: Please refer to section 3 in the [Explanatory Note](#) for the correct settings in Excel before opening an e-template.]
3. The Cover Page of the return will appear. You should fill in the Insurer Name, the Commencing Date and the Ending Date. These particulars will be automatically displayed on each worksheet of the e-template. There is also a checkbox against each form of the return. If a particular form has nil return, please click “Yes” in the box against that form.

Microsoft Excel - HKGBAR.xls

Rev. 7/2008

Save as XML File for Submission to IA Import XML File Clear All Sheets Data

HONG KONG GENERAL BUSINESS RETURNS

Insurer Name: ABC

Commencing Date: 01 Jan 2006

Ending Date: 31 Dec 2006

Form	Nil Return	Form	Nil Return
Form 1	No	Form 1A	No
Form 2	No	Form 2A	No
Form 3	Yes	Form 4	No
Form 5	No	Form 6	No
Form 7	No	Form 8	No
Form 9	No	Supplement to Forms 2 & 4	No
Form EC1	No	Form EC2	No
Form EC3	No	Form MV1	No
Form MV2	No	Form MV3	No

NOTES:

Before submitting the Returns, please ensure:

(1) the Returns have been signed by 2 Directors and the Chief Executive/ Secretary of the insurer to certify the information contained therein is true and correct; and

(2) the auditor's report (signed by the auditor) has been attached to the Returns.

COVER / FORM1 / FORM1A / FORM2 / FORM2A / FORM3 / FORM4 / FORM5 / FORM6 / FORM7 / FORM8 / FORM9 / ...

4. Click the tab at the bottom of the window to select the form to be inputted. Remember to input integer figures (decimal point and decimal digits are not acceptable).

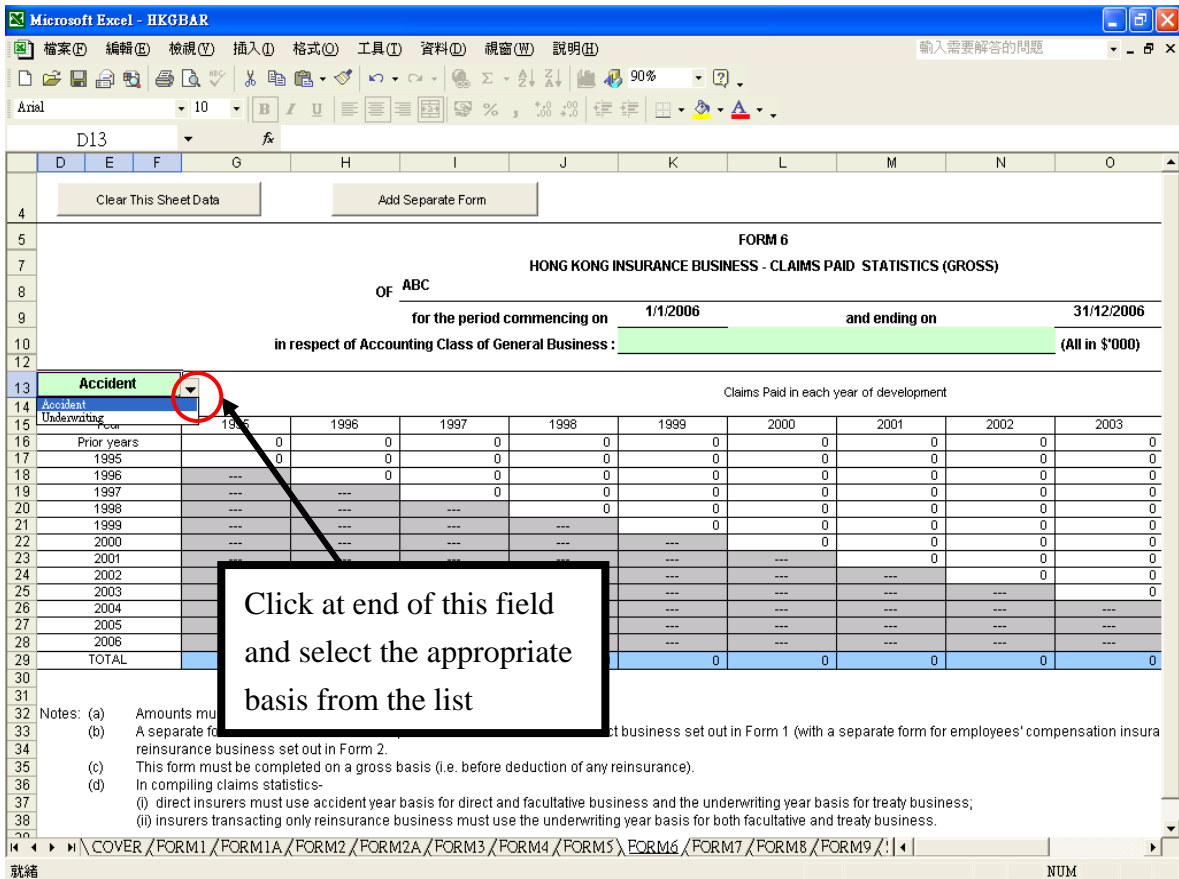
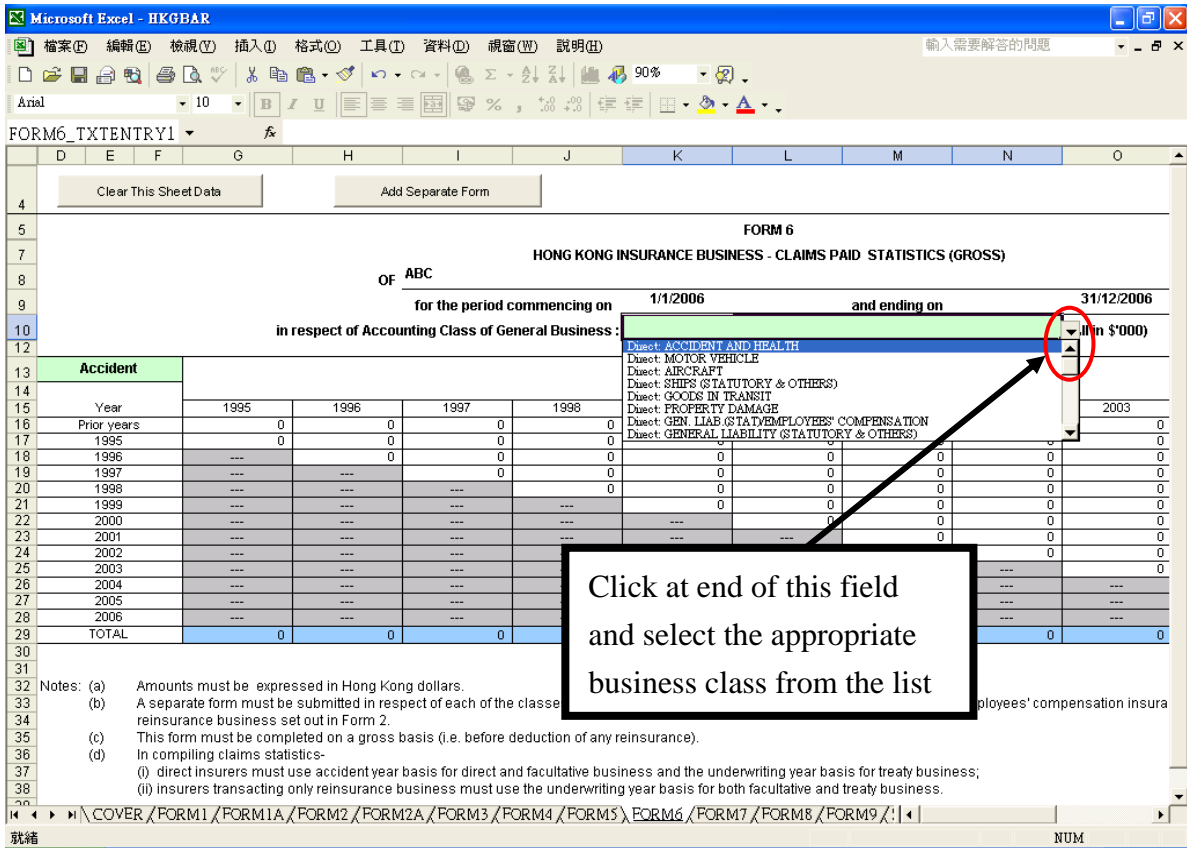
The screenshot shows the Microsoft Excel interface with the following content:

FORM 1
HONG KONG INSURANCE BUSINESS - DIRECT BUSINESS REVENUE ACCOUNT OF ABC
 for the period commencing on 1/1/2006 and ending on 31/12/2006

ACCOUNTING CLASSES OF GENERAL BUSINESS	Accident and health	Motor vehicle, damage and liability	Aircraft, damage and liability	Ships, damage and liability		Goods in transit	Pr
				Statutory business	Others		
GROSS PREMIUMS	\$	\$	\$	\$	\$	\$	
(1) Gross premiums receivable	0	0	0	0	0	0	
(2) Reinsurance premiums payable	0	0	0	0	0	0	
RETAINED PREMIUMS							
(3) Premiums net of reinsurance (1)-(2)	0	0	0	0	0	0	
(4) Unearned premiums adjustment	0	0	0	0	0	0	
(5) Earned premiums (3)-(4)	0	0	0	0	0	0	
UNDERWRITING EXPENSES							
(6) Commissions payable	0	0	0	0	0	0	
(7) Management expenses	0	0	0	0	0	0	
(8) Unexpired risks adjustment	0	0	0	0	0	0	
(9) Gross expenses (6)+(7)+(8)	0	0	0	0	0	0	
(10) Commissions receivable							

At the bottom of the window, the following tabs are visible: **COVER**, FORM1, FORM1A, FORM2, FORM2A, FORM3, FORM4, FORM5, FORM6, FORM7, FORM8, FORM9. The 'COVER' tab is circled in red.

5. Some forms, such as Forms 6 to 9 in HKGBAR and Form HKL1 in Hong Kong Long Term Business Returns (“HKLTBAR”), require you to select an item from the list before inputting the figures.



6. Some forms, such as Forms 6 to 9 in HKGBAR and Form HKL1 in HKLTBAR, provide the “Add Separate Form” button to enable you to create a new blank form for data input of another business class.

Microsoft Excel - HKGBAR

FORM 6
HONG KONG INSURANCE BUSINESS - CLAIMS PAID STATISTICS (GROSS)
OF ABC
for the period commencing on 1/1/2006 and ending on 31/12/2006
in respect of Accounting Class of General Business: Direct: ACCIDENT AND HEALTH (All in \$'000)

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003
Prior years	3,424	4,342	4,324	2,354	6,543	7,556	7,987	3,422	6,744
1995	4,322	5,434	6,544	4,454	4,543	5,877	4,524	1,332	7,445
1996				1,316	676	5,334	4,655	6,546	56,464
1997				4,385	423	8,675	7,833	35,432	2,342
1998				9,063	4,353	4,533	2,324	32,311	4,522
1999					4,534	5,434	4,324	8,677	6,311
2000						9,889	7,865	5,432	12,312
2001							3,453	6,544	11,222
2002								7,587	4,322
2003									4,353
2004									
2005									
2006									
TOTAL	7,746	16,342	27,310	21,572	21,072	47,298	42,965	107,263	116,037

Notes: (a) Amounts must be expressed in Hong Kong dollars.
(b) A separate form must be submitted in respect of each of the classes of direct business set out in Form 1 (with a separate form for employees' compensation insurance business set out in Form 2.
(c) This form must be completed on a gross basis (i.e. before deduction of any reinsurance).
(d) In compiling claims statistics-
(i) direct insurers must use accident year basis for direct and facultative business and the underwriting year basis for treaty business;
(ii) insurers transacting only reinsurance business must use the underwriting year basis for both facultative and treaty business.

Microsoft Excel - HKGBAR

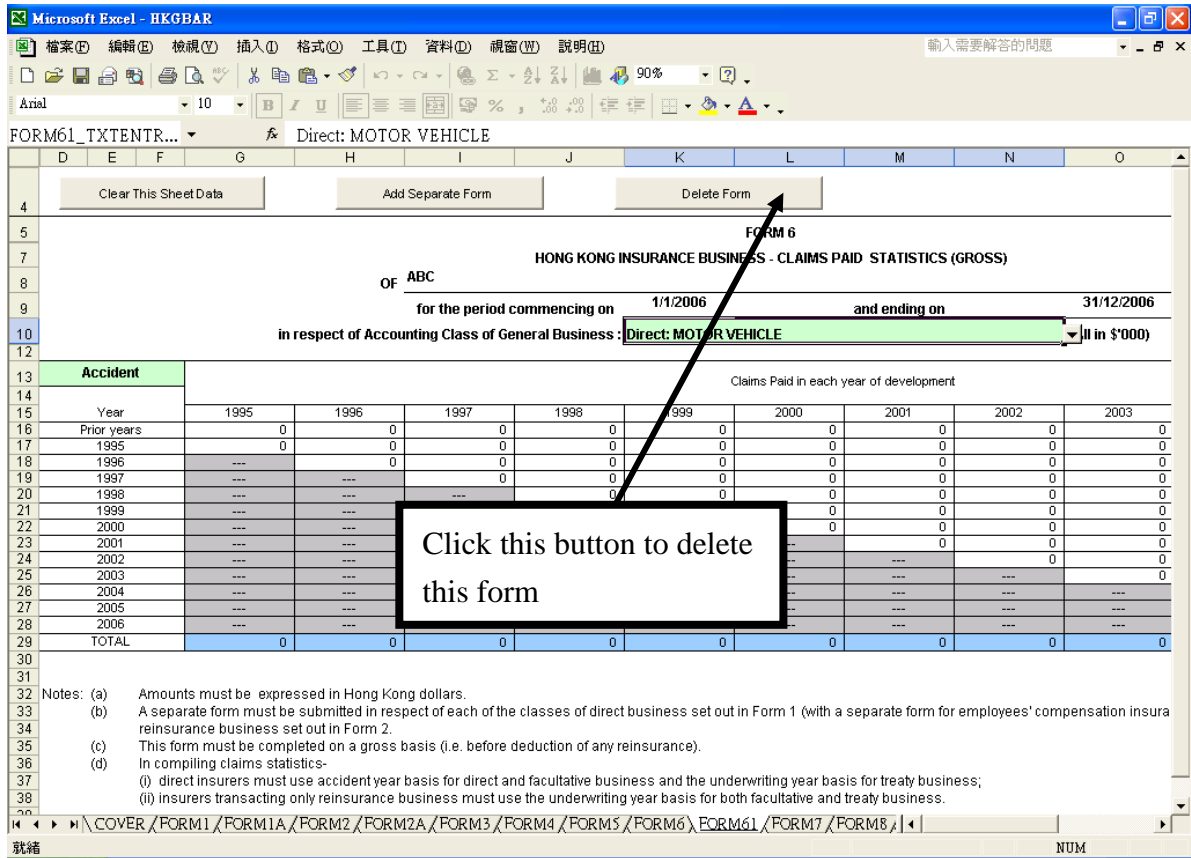
FORM61_TXTENTR... Direct: MOTOR VEHICLE

FORM 6
HONG KONG INSURANCE BUSINESS - CLAIMS PAID STATISTICS (GROSS)
OF ABC
for the period commencing on 1/1/2006 and ending on 31/12/2006
in respect of Accounting Class of General Business: Direct: MOTOR VEHICLE (All in \$'000)

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003
Prior years	0	0	0	0	0	0	0	0	0
1995	0	0	0	0	0	0	0	0	0
1996				0	0	0	0	0	0
1997				0	0	0	0	0	0
1998				0	0	0	0	0	0
1999					0	0	0	0	0
2000						0	0	0	0
2001							0	0	0
2002								0	0
2003									0
2004									
2005									
2006									
TOTAL	0	0	0	0	0	0	0	0	0

Notes: (a) Amounts must be expressed in Hong Kong dollars.
(b) A separate form must be submitted in respect of each of the classes of direct business set out in Form 1 (with a separate form for employees' compensation insurance business set out in Form 2.
(c) This form must be completed on a gross basis (i.e. before deduction of any reinsurance).
(d) In compiling claims statistics-
(i) direct insurers must use accident year basis for direct and facultative business and the underwriting year basis for treaty business;
(ii) insurers transacting only reinsurance business must use the underwriting year basis for both facultative and treaty business.

7. Some forms, such as Forms 6 to 9 in HKGBAR and Form HKL1 in HKLTBAR, provide the “Delete Form” button to enable you to delete the current form that is created by “Add Separate Form” button.



8. Some forms, such as Form HKL2, Forms M2 and M3 in HKLTBAR, provide the + / - button to enable you to expand or compress certain detailed fields. A click on the button will display/hide the unused fields in a particular area.

The screenshot shows the 'VALUATION SUMMARY OF' section of Form HKL2. The table below summarizes the data for 'Life assurance other than annuities (a) With participation in profits'. The 'Other types (to be specified)' field is highlighted in green and circled in red, with a callout box indicating that all fields are displayed by default.

Class	Type of business	1 Number of contracts	2 Amounts of sums assured or annuities per annum including vested reversionary bonuses	3 Amount of yearly premium		5 Value of sums assured or annuities per annum including vested reversionary bonuses	6 Value of yearly net premiums	7 Amount of net liability
				Office premiums	Net premiums			
			HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
A	(i) Life assurance other than annuities (a) With participation in profits :							
	Whole Life	84,854	43,262	744,554	23,767	9,875	6,544	85
	Endowment	2,342	0	0	0	6,442	0	0
	Term	0	0	3,242	0	0	46,632	0
	Other types (to be specified) ...	4,234	23,432	2,423	5,854	0	4,464	0
	Other type 1	2,343	35	0	0	765	0	0
	Other type 2	0	0	0	0	0	0	0
	Other type 3	0	0	0	0	0	0	0
	Other type 4	0	0	0	0	0	0	0
	Other type 5	0	0	0	0	0	0	0
	Other type 6	0	0	0	0	0	0	0
	Other type 7	0	0	0	0	0	0	0
	Other type 8	0	0	0	0	0	0	0
	Other type 9	0	0	0	0	0	0	0
	Other type 10	0	0	0	0	0	0	0
	Other type 11	0	0	0	0	0	0	0
	Other type 12	0	0	0	0	0	0	0
	Other type 13	0	0	0	0	0	0	0
	Other type 14	0	0	0	0	0	0	0
	Other type 15	0	0	0	0	0	0	0
	Other type 16	0	0	0	0	0	0	0
	Other type 17	0	0	0	0	0	0	0
	Other type 18	0	0	0	0	0	0	0
	Other type 19	0	0	0	0	0	0	0
	Other type 20	0	0	0	0	0	0	0
	Other type 21	0	0	0	0	0	0	0
	Other type 22	0	0	0	0	0	0	0
	Other type 23	0	0	0	0	0	0	0
	Other type 24	0	0	0	0	0	0	0
	Other type 25	0	0	0	0	0	0	0
	Other type 26	0	0	0	0	0	0	0
	Other type 27	0	0	0	0	0	0	0
	Other type 28	0	0	0	0	0	0	0
	Other type 29	0	0	0	0	0	0	0
	Other type 30	0	0	0	0	0	0	0
	Other type 31	0	0	0	0	0	0	0
	Other type 32	0	0	0	0	0	0	0
	Other type 33	0	0	0	0	0	0	0
	Other type 34	0	0	0	0	0	0	0
	Other type 35	0	0	0	0	0	0	0
	Other type 36	0	0	0	0	0	0	0
	Other type 37	0	0	0	0	0	0	0
	Other type 38	0	0	0	0	0	0	0
	Other type 39	0	0	0	0	0	0	0
	Other type 40	0	0	0	0	0	0	0
	Other type 41	0	0	0	0	0	0	0
	Other type 42	0	0	0	0	0	0	0
	Other type 43	0	0	0	0	0	0	0
	Other type 44	0	0	0	0	0	0	0
	Other type 45	0	0	0	0	0	0	0
	Other type 46	0	0	0	0	0	0	0
	Other type 47	0	0	0	0	0	0	0
	Other type 48	0	0	0	0	0	0	0
	Other type 49	0	0	0	0	0	0	0
	Other type 50	0	0	0	0	0	0	0
	Other type 51	0	0	0	0	0	0	0
	Other type 52	0	0	0	0	0	0	0
	Other type 53	0	0	0	0	0	0	0
	Other type 54	0	0	0	0	0	0	0
	Other type 55	0	0	0	0	0	0	0
	Other type 56	0	0	0	0	0	0	0
	Other type 57	0	0	0	0	0	0	0
	Other type 58	0	0	0	0	0	0	0
	Other type 59	0	0	0	0	0	0	0
	Other type 60	0	0	0	0	0	0	0
	Other type 61	0	0	0	0	0	0	0
	Other type 62	0	0	0	0	0	0	0
	Other type 63	0	0	0	0	0	0	0
	Other type 64	0	0	0	0	0	0	0
	Other type 65	0	0	0	0	0	0	0
	Other type 66	0	0	0	0	0	0	0
	Other type 67	0	0	0	0	0	0	0
	Other type 68	0	0	0	0	0	0	0
	Other type 69	0	0	0	0	0	0	0
	Other type 70	0	0	0	0	0	0	0
	Other type 71	0	0	0	0	0	0	0
	Other type 72	0	0	0	0	0	0	0
	Other type 73	0	0	0	0	0	0	0
	Other type 74	0	0	0	0	0	0	0
	Other type 75	0	0	0	0	0	0	0
	Other type 76	0	0	0	0	0	0	0
	Other type 77	0	0	0	0	0	0	0
	Other type 78	0	0	0	0	0	0	0
	Other type 79	0	0	0	0	0	0	0
	Other type 80	0	0	0	0	0	0	0
	Other type 81	0	0	0	0	0	0	0
	Other type 82	0	0	0	0	0	0	0
	Other type 83	0	0	0	0	0	0	0
	Other type 84	0	0	0	0	0	0	0
	Other type 85	0	0	0	0	0	0	0
	Other type 86	0	0	0	0	0	0	0
	Other type 87	0	0	0	0	0	0	0
	Other type 88	0	0	0	0	0	0	0
	Other type 89	0	0	0	0	0	0	0
	Other type 90	0	0	0	0	0	0	0
	Other type 91	0	0	0	0	0	0	0
	Other type 92	0	0	0	0	0	0	0
	Other type 93	0	0	0	0	0	0	0
	Other type 94	0	0	0	0	0	0	0
	Other type 95	0	0	0	0	0	0	0
	Other type 96	0	0	0	0	0	0	0
	Other type 97	0	0	0	0	0	0	0
	Other type 98	0	0	0	0	0	0	0
	Other type 99	0	0	0	0	0	0	0
	Other type 100	0	0	0	0	0	0	0
	Total assurances with profits	93,573					56,640	85
	(b) Without participation in profits :							
	Whole Life	0	0	0	0	0	0	0
	Endowment	0	0	0	0	0	0	0
	Term	0	0	0	0	0	0	0
	Other types (to be specified) ...	0	0	0	0	0	0	0
	Other type 1	0	0	0	0	0	0	0
	Other type 2	0	0	0	0	0	0	0
	Other type 3	0	0	0	0	0	0	0
	Other type 4	0	0	0	0	0	0	0
	Other type 5	0	0	0	0	0	0	0
	Other type 6	0	0	0	0	0	0	0
	Other type 7	0	0	0	0	0	0	0
	Other type 8	0	0	0	0	0	0	0
	Other type 9	0	0	0	0	0	0	0
	Other type 10	0	0	0	0	0	0	0
	Other type 11	0	0	0	0	0	0	0
	Other type 12	0	0	0	0	0	0	0
	Other type 13	0	0	0	0	0	0	0
	Other type 14	0	0	0	0	0	0	0
	Other type 15	0	0	0	0	0	0	0
	Other type 16	0	0	0	0	0	0	0
	Other type 17	0	0	0	0	0	0	0
	Other type 18	0	0	0	0	0	0	0
	Other type 19	0	0	0	0	0	0	0
	Other type 20	0	0	0	0	0	0	0
	Other type 21	0	0	0	0	0	0	0
	Other type 22	0	0	0	0	0	0	0
	Other type 23	0	0	0	0	0	0	0
	Other type 24	0	0	0	0	0	0	0
	Other type 25	0	0	0	0	0	0	0
	Other type 26	0	0	0	0	0	0	0
	Other type 27	0	0	0	0	0	0	0
	Other type 28	0	0	0	0	0	0	0
	Other type 29	0	0	0	0	0	0	0
	Other type 30	0	0	0	0	0	0	0
	Other type 31	0	0	0	0	0	0	0
	Other type 32	0	0	0	0	0	0	0
	Other type 33	0	0	0	0	0	0	0
	Other type 34	0	0	0	0	0	0	0
	Other type 35	0	0	0	0	0	0	0
	Other type 36	0	0	0	0	0	0	0
	Other type 37	0	0	0	0	0	0	0
	Other type 38	0	0	0	0	0	0	0
	Other type 39	0	0	0	0	0	0	0
	Other type 40	0	0	0	0	0	0	0
	Other type 41	0	0	0	0	0	0	0
	Other type 42	0	0	0	0	0	0	0
	Other type 43	0	0	0	0	0	0	0
	Other type 44	0	0	0	0	0	0	0
	Other type 45	0	0	0	0	0	0	0
	Other type 46	0	0	0	0	0	0	0
	Other type 47	0	0	0	0	0	0	0
	Other type 48	0	0	0	0	0	0	0
	Other type 49	0	0	0	0	0	0	0
	Other type 50	0	0	0	0	0	0	0
	Other type 51	0	0	0	0	0	0	0
	Other type 52	0	0	0	0	0	0	0
	Other type 53	0	0	0	0	0	0	0
	Other type 54	0						

9. If you want to clear all input fields on a particular worksheet for amendments, you may click the “Clear This Sheet Data” button at the top left corner.

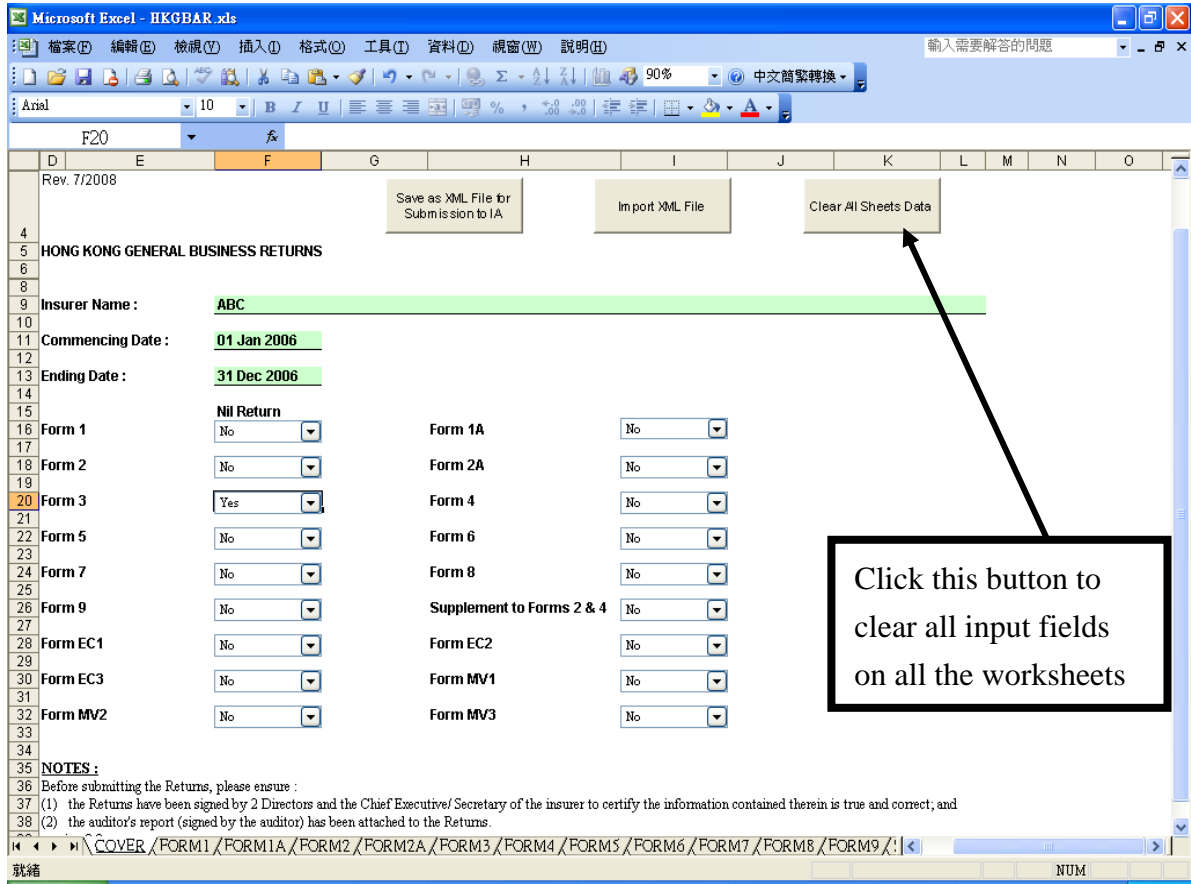
The screenshot shows an Excel spreadsheet with the following content:

FORM 6
HONG KONG INSURANCE BUSINESS - CLAIMS PAID STATISTICS (GROSS)
 OF **ABC**
 for the period commencing on **1/1/2006** and ending on **31/12/2006**
 in respect of Accounting Class of General Business: **Direct: ACCIDENT AND HEALTH** (All in \$'000)

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003
Prior years	3,424	4,342	4,324	2,354	6,543	7,556	7,987	3,422	6,744
1995	4,322	5,434	6,544	4,454	4,543	5,877	4,524	1,332	7,445
1996	---	6,566	8,576	1,316	676	5,334	4,655	6,546	56,464
1997	---	---	7,866	4,385	423	8,675	7,833	35,432	2,342
1998	---	---	---	9,663	4,353	4,533	2,324	32,311	4,522
1999	---	---	---	---	4,534	5,434	4,324	8,677	6,311
2000	---	---	---	---	---	9,889	7,865	5,432	12,312
2001	---	---	---	---	---	---	3,453	6,544	11,222
2002	---	---	---	---	---	---	---	7,567	4,322
2003	---	---	---	---	---	---	---	---	4,353
2004	---	---	---	---	---	---	---	---	---
2005	---	---	---	---	---	---	---	---	---
2006	---	---	---	---	---	---	---	---	---
TOTAL	7,746	16,342	27,310	21,572	21,072	47,298	42,965	107,263	116,037

Notes: (a) Amounts must be expressed in Hong Kong dollars.
 (b) A separate form must be submitted in respect of each of the classes of direct business and reinsurance business set out in Form 2.
 (c) This form must be completed on a gross basis (i.e. before deduction of any reinsurance).
 (d) In compiling claims statistics-
 (i) direct insurers must use accident year basis for direct and facultative business;
 (ii) insurers transacting only reinsurance business must use the underwriting year basis for both facultative and treaty business.

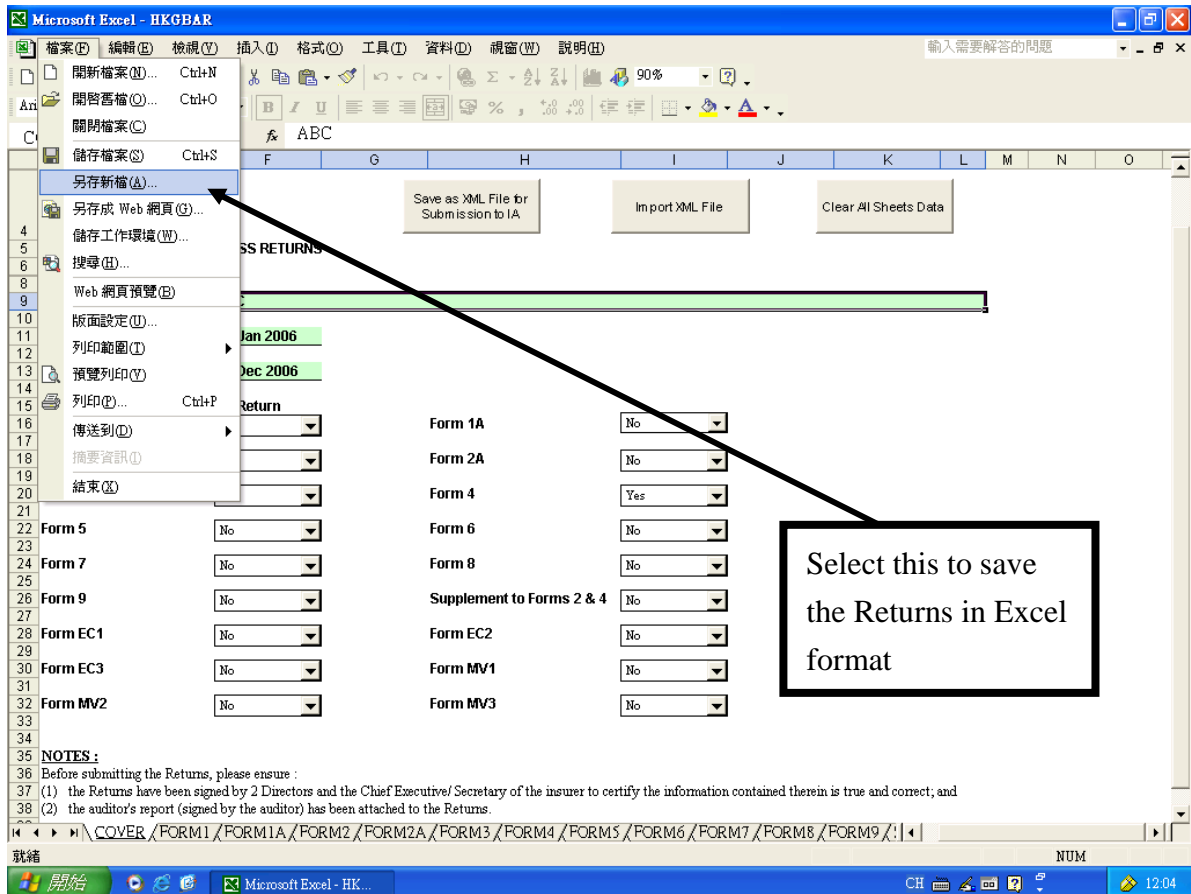
10. If you want to clear all input fields on all the worksheets, you may click the “Clear All Sheets Data” button at the top right corner of the Cover Page.



III. How to save the Returns for amendments/ updates

(A) Save in Excel format

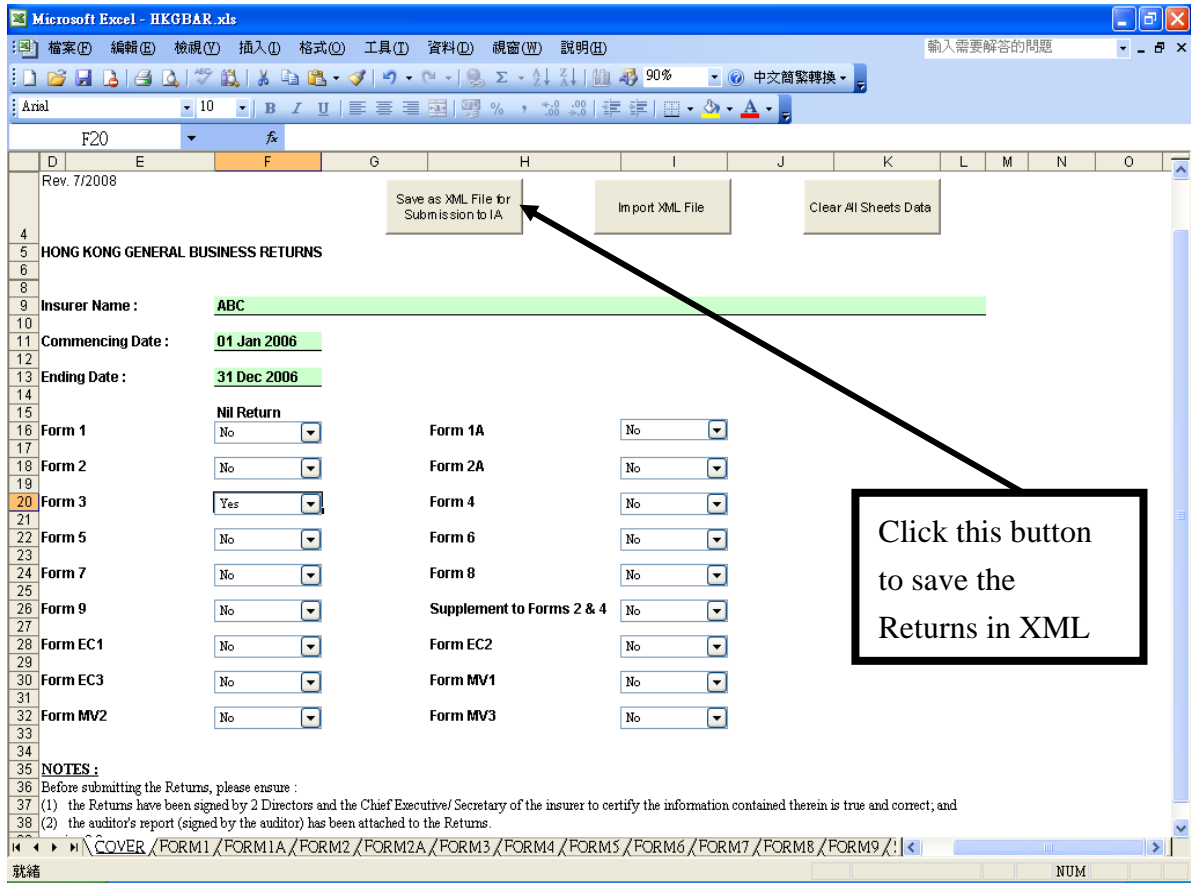
1. As normal Excel operations, you may save the Returns by selecting “File” (檔案) and then “Save As” (另存新檔) from the menu bar.



2. A dialogue box will appear. Type in the file name and the location where you want to save the file.
3. Click “Save” (儲存) to save the Returns.

(B) Save in XML format

1. You may save the Returns in XML format by clicking the “Save as XML File for Submission to IA” button on the Cover Page.



2. A dialogue box will appear. The name of the XML file will be automatically assigned.
3. Type in the location where you want to save the file without changing the default file name.
4. Click “Save” (儲存) to save the Returns.

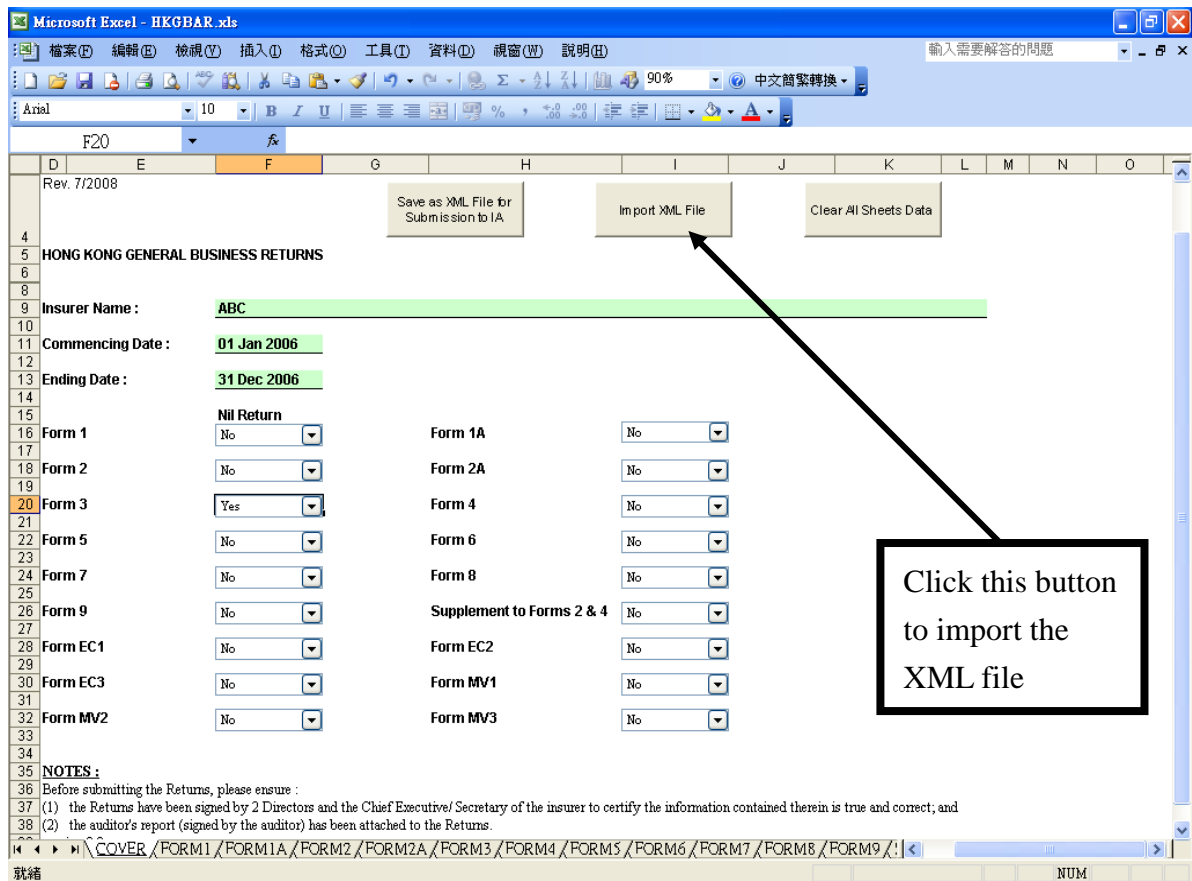
IV. How to retrieve the saved Returns for amendments/ updates

(A) Retrieve the Excel file

1. As normal Excel operations, you may retrieve the file under the Excel environment by selecting “File” (檔案) and then “Open” (開啓) from the menu bar.
2. A dialogue box will appear. Select the file from the appropriate directory path and click “Open” (開啓).
3. Please refer to step 2 in section II for the handling of Microsoft Excel Macro.

(B) Retrieve the XML file

1. Open the corresponding e-templates previously downloaded.
2. Please refer to step 2 in section II for the handling of Microsoft Excel Macro.
3. Click the “Import XML File” button on the Cover Page.



The screenshot shows a Microsoft Excel spreadsheet titled 'Microsoft Excel - HKGBAR.xls'. The spreadsheet contains the following data:

Rev. 7/2008																				
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36																				
37																				
38																				

Buttons visible in the spreadsheet:

- Save as XML File for Submission to IA
- Import XML File (highlighted with a callout box)
- Clear All Sheets Data

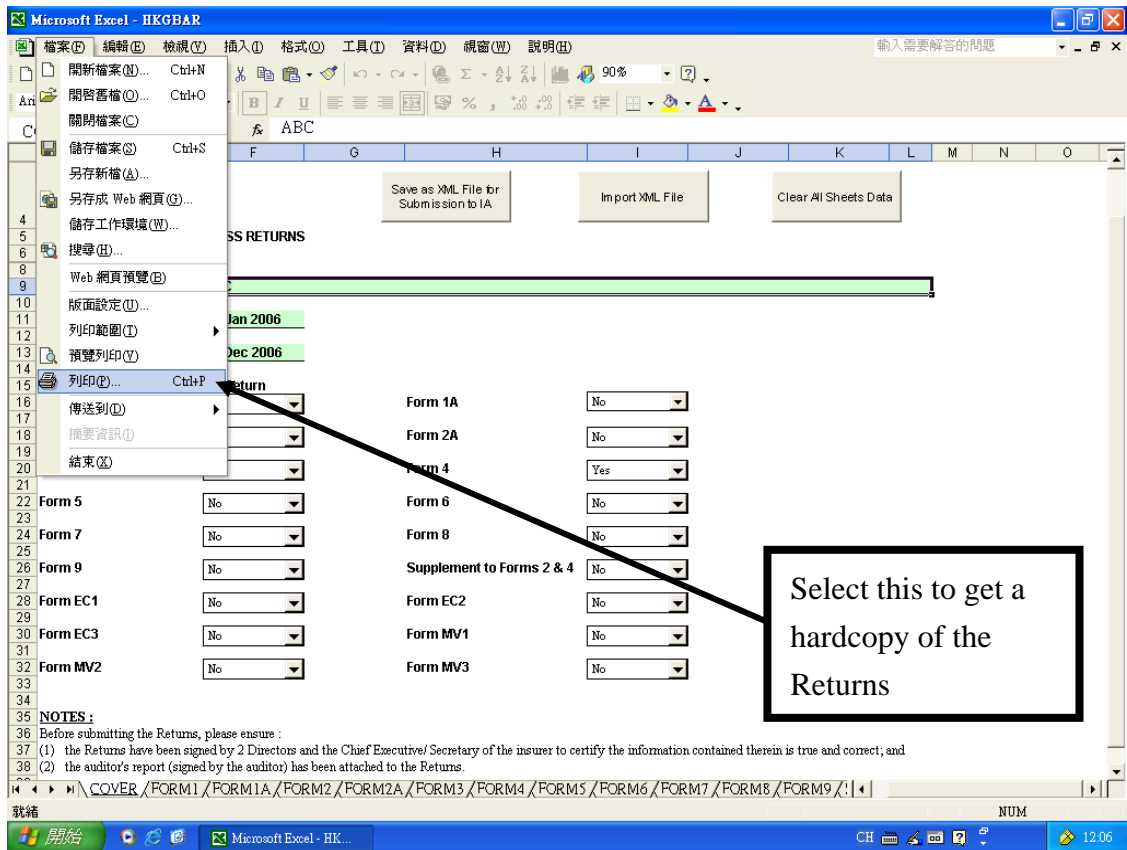
Callout box text: Click this button to import the XML file

4. A dialogue box will appear asking to confirm the import and overwriting of all data. Click “Yes” (是) to confirm.

5. Another dialogue box will appear. Select the file from the appropriate directory path and click “Open” (開啓).

V. How to print a hard copy of the Returns

1. As normal Excel operations, you may select “File” (檔案) and then “Print” (列印) from the menu bar.



2. A dialogue box will appear asking for selection of printing details. Select the suitable parameters and click “OK” (確定) to print the Returns.
3. Alternatively, you may click the print icon & on the tool bar to print immediately without setting any parameter.

VI. How to submit the Returns to the Insurance Authority by electronic means

1. After completing and checking the Returns, save the Returns in XML format by clicking the “Save as XML File for submission to IA” button on the Cover Page.

The screenshot shows the Microsoft Excel interface for the 'HONG KONG GENERAL BUSINESS RETURNS' form. The form is titled 'Rev. 7/2008' and includes fields for 'Insurer Name', 'Commencing Date', and 'Ending Date'. Below these are various forms (Form 1 to Form 9, Form EC1 to Form EC3, Form MV1 to Form MV3) with dropdown menus for 'Yes/No' or 'Nil Return'. A callout box with a black border and white background points to the 'Save as XML File for Submission to IA' button, with the text 'Click this button to save the Returns in XML format'.

Form	Response	Form	Response
Form 1	No	Form 1A	No
Form 2	No	Form 2A	No
Form 3	Yes	Form 4	No
Form 5	No	Form 6	No
Form 7	No	Form 8	No
Form 9	No	Supplement to Forms 2 & 4	No
Form EC1	No	Form EC2	No
Form EC3	No	Form MV1	No
Form MV2	No	Form MV3	No

2. Sent the Returns to the auditor by e-mail or by physical media. Request the auditor to attach an auditor’s report and digitally sign on the Returns.
3. Affix digital signatures of two Directors and the Chief Executive/ Secretary of the insurer to the Annual Returns.
4. Submit to the IA by e-mail or by physical media.

* A Sample Workflow on Electronic Submission of Statutory Returns can be downloaded from the [OCI's website](#) (“Public Forms” → “Instructions for e-Submission”).