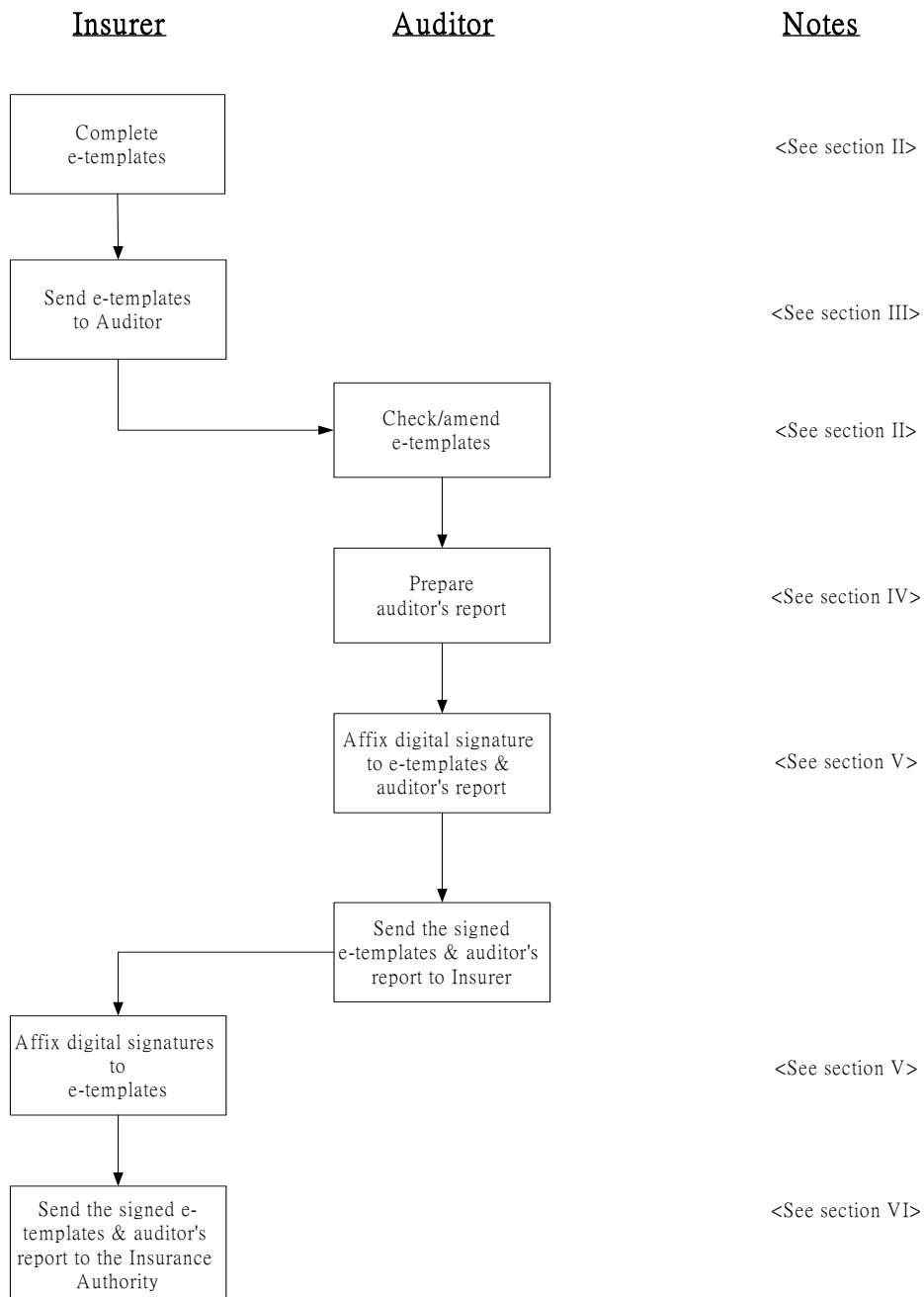


Sample Workflow on Electronic Submission of Statutory Returns

I. Flowchart

The following illustrates a sample workflow on electronic submission of the electronic input templates of statutory returns (“e-templates”) :



II. How the Insurer and Auditor should fill in, save, retrieve, check/amend the e-templates

Please refer to the User Guide on the website of the [Office of the Commissioner of Insurance \(“OCI”\) \(“Public Forms” → “Returns/Forms”\)](#).

III. How the Insurer should send the e-templates to the Auditor

After saving the e-templates, the Insurer may send the physical media (e.g. CD-ROM) containing the e-templates to the Auditor. Alternatively, the Insurer may send the e-templates (as an attachment file) by e-mail to the Auditor. If considered necessary, the e-templates may be encrypted before sending out.

IV. Auditor’s report

The Auditor should check and correct the data in the e-templates as required. When preparing the auditor’s report, please refer to section 6 of the “Explanatory Note on Electronic Submission of Statistical Returns (e-templates) to the Insurance Authority” on the [OCI’s website \(“Public Forms” → “Instructions for e-Submission”\)](#).

V. Digital signature

Please refer to section 7 of the “Explanatory Notes on Electronic Submission of Statistical Returns (e-templates) to the Insurance Authority” on the [OCI’s website \(“Public Forms” → “Instructions for e-Submission”\)](#).

VI. Submitting the digitally signed e-templates and auditor’s report to the Insurance Authority

Please refer to sections 4 and 5 of the “Explanatory Note on Electronic Submission of Statistical Returns (e-templates) to the Insurance Authority” on the [OCI’s website \(“Public Forms” → “Instructions for e-Submission”\)](#). The Insurer may attach any supplementary information to the returns as necessary and should refer to section 6 of the “Explanatory Note on Electronic Submission of Statistical Returns (e-templates) to the Insurance Authority” for the required language and file/ graphic format.