



Our File: P1650-7

December 15, 2005

To: Schedule I and II Banks, Bank Holding Companies, Trust and Loan Companies, Life Insurance Companies, Property & Casualty Insurance Companies, Insurance Holding Companies, Fraternal Benefit Societies, Cooperative Credit Associations and Retail Associations

Attention: Chief Compliance Officer / Corporate Secretary

Foreign Bank Branches (Schedule III banks), Foreign Life Insurance Companies, Foreign Property & Casualty Insurance Companies, Foreign Fraternal Benefit Societies

Attention: Principal Officer / Chief Agent

Representative Offices of Foreign Banks

Attention: Chief Representative

From: Jeffrey Bee
Director, Regulatory Information Division

Subject: Regulatory Corporate Returns Update for 2006

Unless otherwise indicated, all the changes and associated forms revisions come into effect immediately. All forms and documents referenced in this letter, as well as the letter itself, may be downloaded from OSFI's Internet site at www.osfi-bsif.gc.ca.

Some changes have been made to the Corporate Returns for 2006 but these are relatively minor. In particular, please note:

- OSFI Returns 57, 57A, 513, and 513A have been updated
- An electronic copy of the Returns 57, 57A, 513 and 513A is required with the hard copy. Please enclose a diskette or CD Rom when filing Returns.

Return of Corporate Information (OSFI-57)

- Part B - 9. The email address, which was carried forward from the Emergency E-mail Address on page 1, has been **removed**. This will allow entry of the E-mail address of the Business Continuity / Disaster Recovery Coordinator, if different.
- Part C. A space has been **added** to capture the E-mail address.

Reminders:

- The *Return of Corporate Information* (OSFI-57) must be filed with OSFI no later than 30 days after the date of the Annual Shareholders Meeting (or the date Resolutions in Writing in lieu of a Meeting were signed).
- For 2006, the *Return of Corporate Information* must continue to be filed in both hard copy and electronic formats. This has helped OSFI expedite error correction as well as facilitate our internal processing. Please note that, under OSFI's Internet usage policy, the receipt of confidential information via Internet e-mail is discouraged, as we do not currently view Internet e-mail as a secure medium.



Notice of Change of Corporate Information (OSFI-57A)

- Part A – 2. A new column has been **added** to capture the position on the board for new directors.
- Part B – 10. The same change regarding Emergency E-mail address has been **added** to conform to the OSFI 57.
- Part C. A space has been **added** to capture the E-mail address.

Reminders:

- The *Notice* must be used, amongst other things, to notify OSFI of any change in the Designated Audit Partner at your Institution's firm of Auditors, unless such change occurred on the same date as the annual meeting of shareholders.
- The *Notice* must be filed within **15 days of the earliest** effective date of change of information contained in the *Notice*.

Return of Officers, Auditor and Appointed Actuary (OSFI-513 and 513A)

- A line has been **added** to capture the e-mail address should OSFI need to contact the individual preparing the form.

Reminders:

- The *Return of Officers, Auditor and Appointed Actuary* (OSFI-513) must be filed with OSFI **no later than sixty (60) days** after the end of your financial year.
- A soft copy on diskette is required with your filing.
- The *Notice of Change of Officers, Auditor and Appointed Actuary* (OSFI-513A) is generated from the OSFI-513 template, by checking the update box, as last year, and must be filed within 15 days of the effective date of the reported change. The OSFI-513A Return must be used, amongst other things, to notify OSFI of any change during the year in the Designated Audit Partner at your Institution's firm of Auditors.

Please note that the section "Functions (Other)" in this Return is intended to identify the position responsible for each listed function, whether located in Canada or elsewhere.

Instructions /Definitions for the OSFI-57 and 57A

- Further clarification has been **added** for determining when not to file an OSFI 57A.

Other

The schedule of corporate returns subject to the LEFP Framework will be updated prior to December 31, 2005 in accordance with the LEFP Instruction Guide.

If you have any questions or require clarification on any of the foregoing matters, please contact the Regulatory Information Division at 613-990-1889.



cc: Canadian Association of Direct Response Insurers
Canadian Bankers Association
Canadian Fraternal Association
Canadian Life and Health Insurance Association
Credit Union Central of Canada
Financial Consumer Agency of Canada
Insurance Bureau of Canada
Trust Companies Association of Canada