

LIFE-1	10.000	Affidavit Verifying Annual Return
<p>The affidavit is to be subscribed and sworn before a person duly authorized to administer oaths in legal proceedings for the county or district where the affidavit is subscribed and sworn.</p> <p>The affidavit must be signed by:</p> <ul style="list-style-type: none"> <li>(1) the president or a vice-president; and</li> <li>(2) the secretary, actuary or chief financial officer of the insurer.</li> </ul> <p>If this affidavit is made by a director other than the president or vice-president or by an officer other than the secretary, actuary or chief financial officer, a certified copy of his/her authority so to act is to be filed with the Regulator and a copy of that document is to be attached to the annual return for verification.</p> <p>If the affidavit is not in proper form, the return cannot be regarded as having been deposited with the Regulator and will be returned for proper completion.</p>		

LIFE-1	10.005	Affidavit Verifying Annual Return (Quebec)
<p><b>References</b></p> <p><b>Quebec life insurers:</b> Section 309 of <i>An Act Respecting Insurance</i></p> <p>The annual return must be certified, under oath, in blue ink, by at least two of the life insurer's directors.</p> <p>They must also attest that, to the best of their knowledge, the data contained on diskette, CD-Rom or electronic file is identical to that appearing in the printed version of the annual return.</p>		

LIFE-1	10.010	Annual Corporate Information
<p>Life insurers are required to provide two contact persons, one for corporate information and another for statement reporting. This information will facilitate contact with the life insurer when questions arise from corporate matters or financial and accounting issues relating to the annual return.</p>		

<b>LIFE-1</b>	<b>10.020</b>	<b>Shareholders – By Class of Shares – Part 1 – Common Shares</b>	
Line	Col	Cross Ref	Practice
001-020	01		<p><b>Name of Beneficial Shareholder</b></p> <p>Indicate the name of the beneficial shareholders. Identify only those with at least 10% of the common shares. Shareholders should be listed alphabetically, with the surname first. The beneficial owner is the ultimate shareholder that controls the voting rights attached to the shares. Nominee names are not sufficient, particularly in respect of holdings of more than 10% of the voting shares. Although they may hold less than 10% of the shares of any class, directors and officers who are also shareholders should be included separately in this listing.</p>
001-020	02		<p><b>Address</b></p> <p>Indicate the address (city and country) of the shareholder.</p>
001-020	03		<p><b>Citizenship or – for Corporate Shareholders – Jurisdiction of Incorporation</b></p> <p>Indicate citizenship of the shareholder or, if a corporation, the jurisdiction of incorporation.</p>

<b>LIFE-1</b>	<b>10.030</b>	<b>Shareholders – By Class of Shares – Part 2 – Preferred Shares</b>	
<p>This information is required for all classes of preferred shares. A separate sheet should be provided for each class. Provide a description of the particular class of shares indicating the dividend rate, maturity date, cumulative features, if any, and any other characteristics of the shares. Additional pages should be numbered 10.031, 10.032 etc.</p> <p>Shareholders should be listed alphabetically, with the surname first.</p>			
Line	Col	Cross Ref	Practice
001-020	01		<p><b>Name of Beneficial Shareholder</b></p> <p>Indicate the name of the beneficial shareholders. Identify only those with at least 10% of the shares. Nominee names are not sufficient, particularly in respect of holdings of more than 10% of the voting shares. Although they may hold less than 10% of the shares of any class, directors and officers who are also preferred shareholders should be included separately in this listing.</p>
001-020	02		<p><b>Address</b></p> <p>Indicate the address (city and country) of the shareholder.</p>
001-020	03		<p><b>Citizenship or – for Corporate Shareholders – Jurisdiction of Incorporation</b></p> <p>Indicate citizenship of the shareholder or, if a corporation, the jurisdiction of incorporation.</p>

<b>LIFE-1</b>	<b>10.040</b>	<b>Corporate Organization Chart</b>	
<p>The percentage of voting shares held by principal shareholders must form part of the organization chart of ownership downstream.</p>			

LIFE-1	10.050	General Interrogatories
<p>If there is insufficient space on the pages to fully respond to the questions, life insurers are asked to attach a separate page with the necessary additional information.</p>		
Question	Practice	
1	<p><b>Investment Policies – Portfolio and Long-Term Investments</b></p> <p>The interrogatories with respect to investment policies are to provide additional information as to the life insurer's non balance sheet investment activities and compliance with the legislation and respective guidelines.</p>	
1.1	<p>If the answer to the question is yes then fill out the table and state the gross total value outstanding at the end of the year. Note this is a consolidated statement. As a result, the figures should include the gross outstanding amounts of all assets pledged as security or lodged as collateral by subsidiaries at the end of the year. The insurer is expected to have detailed listings for the parent and subsidiaries for review by the Regulators if requested.</p>	
1.2	<p>If the answer to the question is yes then fill out the other parts. State the highest outstanding month end amount of the transactions entered into during the year and the gross total value outstanding at the year-end. Note this is a consolidated statement. As a result, the figures should include the gross amounts of all sell and repurchase (and purchase and resell) agreements made by the parent as well as its subsidiaries. When listing all institutions with which transactions have been made, state the year-end outstanding gross total value for each type of contract.</p>	

LIFE-1	10.060	General Interrogatories (continued)
Question	Practice	
2	<p><b>Contingent Liabilities</b></p> <p>Questions 2.1 through 2.3 relate to contingent liabilities; responses should be given with due regard to the CICA Handbook and GAAP.</p>	
2.1	<p>Note that this is on a consolidated basis, so subsidiaries must be included. If more space is needed, please attach a sheet with a larger table than shown.</p>	
2.2	<p>If the answer to this question is yes then state the total gross amount of the guarantees outstanding at year-end or the total gross amount given in the year in brackets if there are no outstanding amounts at year- end.</p> <p>In filling out the table, please list the ten largest guarantees outstanding at year-end regardless of size.</p> <p>Note that this is on a consolidated basis, so all guarantees for the group must be considered, including any inter-company guarantees that meet the criterion of the “ten largest outstanding at year-end”.</p>	
2.3	<p>If the answer to this question is yes then provide additional details. Please provide a description of the issues. Note that this is on a consolidated basis, so subsidiaries must be included.</p>	

<b>LIFE-1</b>	<b>10.070</b>	<b>General Interrogatories (continued)</b>
Question	Practice	
3	<b>Sources of Business</b>	
3.1	This question relates to the concentration of marketing and control of the inforce business of the life insurer and the possible influence such marketing control could have on the life insurer's operational abilities. The question is self-explanatory.  <b>Note that this is on a consolidated basis, so subsidiaries must be included.</b>	
4	<b>Transactions with subsidiaries, affiliates and other third parties</b>	
4.1	If the answer to this question is yes then list only material amounts. Materiality is defined as 1% of consolidated equity. If more space is needed, please attach a sheet with a larger table than shown.  <b>Note that this is on a consolidated basis, so subsidiaries must be included.</b>	

<b>LIFE-1</b>	<b>10.080</b>	<b>General Interrogatories (continued)</b>
Question	Practice	
5	<b>Other Disclosure</b>	
5.1	For life insurers operating in many jurisdictions and other foreign territories, this question relates to its compliance with such other jurisdictions and the possible actions taken by such other jurisdictions.	
5.2	Requires an in-depth description of the methods and procedures used in apportioning income and expenses to major lines of business and par and non-par funds. This interrogatory is intended to provide visibility of the rationale and fairness in the allocation or apportionment amongst groups of policyholders and shareholders, and to assist in its independent verification process.	

LIFE-1	10.090	General Interrogatories (continued)
Question	Practice	
5	<b>Other Disclosure (continued)</b>	
5.3	<p>List the 10 largest outsourcing arrangements by type and counterparty.</p> <p><b>Federal life insurers:</b> See Guideline B-10 revised December 2003 effective December 2004.</p>	
5.4	<p>The amount of shareholder surplus that is dependent on future payment of dividends to participating policyholders:</p> <p>Under GAAP it is appropriate to transfer an amount of Participating surplus to non-participating funds based on participating earnings before payment of policyholder dividends. However, the legislation only allows a payment to shareholders from the Participating Account based on the amount of policyholder dividends paid. Therefore where an insurer is following GAAP, the availability to shareholders of a portion of the amount transferred may be dependent on the payment of future policyholder dividends.</p> <p>GAAP is to be followed in accounting for participating income. As such, please disclose the cumulative portion of participating income recognized in retained earnings which is in excess of the amount permitted by statute based on participating dividends paid, or, alternatively, provide a continuity of total participating surplus on a statutory basis on a separate page, as applicable.</p>	