

**Financial Services  
Commission  
of Ontario**

Licensing and Market Conduct Division  
5160 Yonge Street, 4<sup>th</sup> Floor  
Box 85  
Toronto ON M2N 6L9  
Telephone: (416)590-7568  
Facsimile: (416)226-7838  
Toll Free: 1-800-668-0128 ext. 7568

**Commission des  
services financiers  
de l'Ontario**

Division de la délivrance des permis  
et de la surveillance des pratiques de l'industrie  
5160, rue Yonge, 4<sup>ième</sup> étage, Boîte 85  
Toronto ON M2N 6L9  
Téléphone: (416)590-7568  
Télécopieur: (416)226-7838  
Sans Frais:1-800-668-0128 ext. 7568



December 21, 2012

«FirstName» «LastName»  
«Title»  
«Organization»  
«Address»  
«City» «Province»  
«PostalCode»

Insurer # «InsurerNumber»

Dear «Salutation» «LastName»:

Re: Filing of Annual Return for Ontario

Pursuant to Section 102 of the *Insurance Act* (Ontario), all insurers licensed in the Province of Ontario are required to file annual returns for the year ended on October 31, 2012 or December 31, 2012, with the Superintendent of Financial Services, or his designate. Section 447 of the *Insurance Act* provides penalties for those insurers who do not comply with the filing requirements.

Attached to this letter you will find a Memorandum regarding the 2012 Report of the Actuary, Filing Information for Insurers Licensed in Ontario, Premium Information used for Cost Assessment in Ontario and a Consent and Notification pursuant to the Freedom of Information and Protection of Privacy Act. Please ensure that one copy of the Cost Assessment and Freedom of Information forms are returned with your Annual Return.

The Filing Information for Insurers Licensed in Ontario details the forms required by Ontario. They are listed by type of insurer and incorporating jurisdiction, and include filing deadlines. The number of hard copies is specified; however, where a data diskette forms part of the filing only one diskette is required. To help in obtaining updated forms and instructions there is a hyper-link to OSFI's web-site which can be accessed as follows: Go to the Financial Services Commission of Ontario's web-site at [www.fsco.gov.on.ca](http://www.fsco.gov.on.ca), click on "About Insurance" in the "Insurance" Page, and then click on "Annual Returns and Instructions".

To facilitate computer entry of the information, please record the insurer number shown above on the cover of each form filed. Where Auditors' Reports are referenced, we require both the Auditor's Report addressed to the primary regulator and the Auditor's Report to the shareholders/policyholders together with the audited financial statements.

If the company intends to change its licence status (i.e. discontinuing, withdrawing or merging) the Senior Registration Specialist should be contacted at (416) 226-7857, and if appropriate, adjustments will be made to the 2013 Preliminary Assessment.

All Section 102 filings should be submitted to the following address **by February 28, 2013**:

Financial Services Commission of Ontario  
5160 Yonge Street  
4<sup>th</sup> Floor, Box 85  
Toronto, ON M2N 6L9

**Annual Filing**

Attention: Information Analyst

Should you require further assistance, please contact the undersigned at (416) 590-7568.

Yours truly,

A handwritten signature in cursive script, appearing to read "Ivy Lau", is enclosed in a light blue rectangular box.

Ivy Lau  
Acting Manager  
Business Support Services Unit

Enclosures