

Instructions	
1	Reinsurance Arrangements should be submitted in accordance with the Terms and Conditions to be complied by Insurers in
2	All Soft copies, mainly scanned copies of treaties/cover notes, other required documents should be submitted in legible
3	All documents should be submitted in English Language.
4	Name the CD (on the face of CD) as "RI Arrangements for year of ...(company name)"
5	Following forms/documents relating to Reinsurance Arrangements should be submitted in soft version via CD;
5.1 Forms LT-RE/GI-RE 1 (Excel Version)	
<i>New column has been inserted namely "Annexure" for the Form LT-RE/GI-RE 1 in order to cross reference with 'scanned treaties /cover notes'. Accordingly relevant treaty/cover note name should include the annexure number for easy reference. Please see the item 5.3 b) for instructions that need to be followed when naming annexure.</i>	
5.2 Forms LT-RE/GI-RE 2 (Excel Version)	
5.3 Scanned Copies of signed Reinsurance Treaty/ Cover Notes/ Arrangements	
a) Each signed treaty/cover note/arrangement should comprise of signing slips of all the Reinsurers' for their respective treaty	
b) When naming 'Annexure' for reference purpose make sure to include following:	
<annexure no.> <type/s of arrangement> <class/s of business> <year>	
E.g.: Annexure 1, ST, QS, Fi, En, 2020 Annexure 2, XL, Fi, En, 2020 If categorized as "Miscellaneous"; Annexure 3, XL, Mis, Tr,2020 Please use Abbreviations stated in item ... for this purpose	
5.4 Scanned copies/ downloaded copies (PDF FORM) of 'Other required documents' such as Authority/License	
a) Please save same in a separate folder named "Other Required Documents for year xxxx"	
b) Create Sub folders inside the "Other Required Documents" namely;	
<ul style="list-style-type: none"> "Ratings xxxx" 	
When saving Rating certificates, name the certificate in the name of "Reinsurer"	
<ul style="list-style-type: none"> "Licenses xxxx" 	
When saving license certificate, name the certificate in the name of "Reinsurer"	
5.5 Scanned copy of Certification on Reinsurance Arrangements (Treaty)	
6	Following abbreviations can be used when naming the files, folders, annexures
RI	Reinsurance
GI	General
LT	Long term
XL	Excess of loss
QS	Quota share
ST	Surplus Treaties
SLXL	Stop Loss Excess of Loss
Cat XL	Catastrophe Excess of Loss
Fi	Fire
MH	Marine Hull
En	Engineering
Mo	Motor
MC	Marine Cargo
M	Marine
Mis	Miscellaneous
When naming Annexures, Sub categories under 'Miscellaneous' insurance business, please use following abbreviations.	
Tr	Travel
H	Health
ME	Medical Expenses
Ti	Title
You may use any other abbreviations appropriately when naming annexures by specifying the same below the Form LT-RE/GI-RE 1;	

Certification on Reinsurance Arrangements (Treaty)

Name of the Insurer :
 For the year :

We certify that the Reinsurance Arrangements and relevant supporting documents of
 (Company name) are listed in items 1 to 4 and submitted via a Compact Disc (CD) on
 (date) are in compliance with the Terms and Conditions to be complied with by Insurers in terms of Section
 31 (1) of the Regulation of Insurance Industry Act .

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|-----|---|--------------------------|
| 1 | Statements of Reinsurance Arrangements | (v / X) |
| 1.1 | FORM GI-RE- 1- Statement of Reinsurance Arrangements (General Insurance) | <input type="checkbox"/> |
| 1.2 | FORM GI-RE- 2 -Details of Column 12 of Form GI – RE – 1 | <input type="checkbox"/> |
| 1.3 | FORM LT-RE- 1 - Statement of reinsurance arrangements (Long term Insurance) | <input type="checkbox"/> |
| 1.4 | FORM LT-RE- 2- Details of Column 3 of Form LT – RE – 1
(Please delete either (GI) or (LT) as applicable) | <input type="checkbox"/> |
| 2 | Scanned Copies of signed Reinsurance Treaty/ Cover Notes/ Arrangements | <input type="checkbox"/> |
| 3 | Each signed treaty/cover note should comprise of signing slips of all the Reinsurers' for their respective treaty share. | <input type="checkbox"/> |
| 4 | Scanned copies/ downloaded copies (PDF FORM) of 'Other required documents' such as Authority/License issued by the respective Regulator to carry out reinsurance business, Rating certificates etc. | <input type="checkbox"/> |

Below listed documents relating to items 1 to 4 are not available in the CD and will submit on stated date (if any).

(Description)

- 1
- 2

Submission

Principal Officer	: Name.....	Signature.....
Specified Officer	: Name.....	Signature.....
CFO	: Name.....	Signature.....
Date.....		

