KATILINGBANONG KAANGAYAN PARA SA KASEGUROHAN UG KALAMBUAN-
MUTUAL BENEFIT ASSOCIATION, (4K-MBA) INC.
North Abellanosa Street Cagayan De Oro City
Tel No. (088) 856-3503

April 24, 2015

Hon. Emmanuel F. Dooc
Insurance Commission

Dear Sir:

We are transmitting herewith the following documents as needed in submission of Annual Statement.

- 2014 Audited Financial Statements with comparative figures for 2013, signed by an external auditor accredited by this Commission.
- Adjusted Trial Balance signed by the Bookkeeper
- Statement of Income and Retained Earnings Exhibit 2
- Computation of the Risk Based Capital Ratio of the Association
- Soft Copy of the 2014 Annual Statement and attachments in **USB**
- List of current members of Board of Directors and trustees, their respective addresses, positions and also the chairman and members of Audit, Remuneration and Nomination committees
- Minutes of meetings of board and executive committees, including copy of each of the board resolutions made during the year.
- Accredited actuary's certification on actuarial and other related accounts (e.g. reserves, certificate/policy loans, net premiums due and uncollected, policy and contract claims, payable, etc.)
- Schedules of Claims Payable as of December 31,2014 and of all claims filed for the 1st quarter of 2015
- Confirmation of sales of investments in Bonds and Treasury Bills, together with Statement of Securities Account of BTR-RoSS as of year end
- Detailed schedules, together with supporting documents, of all investments and other asset accounts
- Detailed schedules with supporting documents on Mortgage Loans, Guaranteed Loans, Membership Certificate Loans, Policy Loans, Collateral Loans and Other Loans Accounts
- Bank Statements/passbooks of all current, savings and time deposit accounts as of December 31, 2014 and January 2015, together with the pertinent bank reconciliation statements.
- Detailed Schedule of EDP for the last five (5) years together with the Sales Invoices and Official Receipts to support purchases of EDP Equipment during the year.
- Seriatim list of all your members indicating therein the certificate number, effectivity date of membership, total actual contributions and equity values as of year end (in soft copy) (Required Format No. 3).
- Summary of in-force certificates and policies by plan of insurance as of December 31, 2014 using the attached MBA-Required Format No.1
- Soft Copy of Schedule of Receivables, Claims using MBA Required Format 4 & 5
- a. Performance Standard (SEGURO)
  b. Soft Copy of the following:

  Production: Schedule showing separately in columns the name of the assured, policy number, certificate number sum assured and premium (per product line)

  Collections: Schedule showing separately in columns the name of the assured, policy number, certificate number, sum assured, premium, amount collected, date and number of official receipt

  Claims Paid: Schedule showing separately in columns the name of Assured/Claimant, claim no. date files, policy number, sum insure, date of loss, amount of loss, nature of claim, date paid and voucher number.

Thank you very much.

Very truly yours,

LORAINE B. TEMPLADO
Chief Executive Officer