



To: All Automobile Statistical Plan Reporting Companies

Date: February 22, 2013

Bulletin No: GISA 2013-04

Financial Information Collection

The GISA Financial Information Collection (FIC) system will be implemented into production and companies can start reporting their FIC submissions effective March 1, 2013. All Automobile Statistical Plan reporting companies must report their financial information by March 15, 2013 using the GISA portal at <https://portal.abc.ca/>.

All reporting companies must have assigned a FIC coordinator and they should have received information for accessing the GISA portal for reporting. The FIC coordinator for your company will be responsible for all communications related to the submission of financial information. **Companies that have not yet requested and setup a FIC coordinator are asked to do so immediately in order to meet the reporting due date.** The User Access Request Form is attached in this communication. Any company that has requested but not yet received their FIC coordinator access details are asked to contact IBC, GISA's service provider, at the email provided below.

Companies will be notified of submission lateness or data accuracy and validity issues and are expected to address identified deficiencies in a timely manner. Companies that fail to respond within the specified timelines will be escalated to GISA as outlined in Section 4 of the Financial Information Collection Submission Requirements:

4.1 Submission Related Escalation

The data submission is due March 15, annually. If the data is not submitted by the due date, the following escalation process will be applied:

Step 1: *IBC will send a reminder to the FIC coordinator 5 business days after the submission due date.*

Step 2: *If the financial data has not been reported by March 31st, then the company will be escalated to GISA. GISA will receive the contact information of the FIC coordinator and*

the CEO of the reporting company. Reminder letter will be sent out by GISA to the CEO of the reporting companies with requirement to report the data immediately.

4.2 Data Accuracy Related Escalation

Step 1: *IBC will send a notice to company if a data accuracy issue is identified during the data analysis phase. Response and correction of data is expected within 5 business days after the data accuracy notification.*

Step 2: *If the data correction is not provided to IBC within the specified time then the company will be escalated to GISA. GISA will receive the contact information of the FIC coordinator and the CEO of the reporting company. GISA escalation letter will be sent out with the request to submit corrected data immediately.*

Please refer to the attached Financial Information Collection (FIC) Submission Requirements for more information.

If you have any questions on reporting financial information, kindly contact GISA's service provider, IBC, at FIC@ibc.ca

Attachments:

- Financial Information Collection (FIC) Submission Requirements
- GISA FICS User Access Request Form

General Insurance Statistical Agency