



GOVERNMENT OF SAINT LUCIA

REGISTRAR OF INSURANCE

Ministry of Finance, Economic Affairs, Planning & Social Security

3rd Floor, Financial Centre
No. 1 Bridge Street
Castries, Saint Lucia
West Indies

Circular Letter No.002-IC001/2012

June 27, 2012

To: All Insurers

Re: Annual Filing of Audited Financial Statements

The Office of the Registrar of Insurance hereby issues the following Notice in respect of the filing of Annual, Audited Statements as required by the Insurance Act Chapter 12.08.

Filing due date for Annual Audit Report

Section 26 of the Act, provides that “a company **shall** within 4 months of each financial year, or within such extended period, not exceeding 2 months as the Registrar **may** allow, submit the requirement therein”.

Audit Extension Request

Effective immediately, all Insurers requesting an extension of the time for filing of the annual audit report must make a written request to the Registrar of Insurance, signed by the Chief Financial Officer, Chief Executive Officer, compliance officer, or Principal Representative of the insurer. The extension request must reach our office at least 10 business days prior to the filing due date and provide the following information:

1. The amount of time requested for the extension;
2. A letter from the insurer's independent auditor in which the auditor states, the specific reason(s) the extension is being requested with supporting documents in evidence
3. Quarterly accounts in keeping with Form “Q” for the immediate past quarter

This information will be the underlying consideration in determining whether it is appropriate to grant an extension or not.

Please be guided accordingly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Calixte Leon', written in a cursive style.

CALIXTE LEON
Registrar of Insurance

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