

BULLETIN NUMBER:	INS-18-008 (REPLACES INFORMATION BULLETIN INS-06-003)
TITLE:	RENEWAL OF REGISTRATION OF A CAPTIVE INSURANCE COMPANY
LEGISLATION:	<i>INSURANCE (CAPTIVE COMPANY) ACT</i>
DATE:	OCTOBER 2018
DISTRIBUTION:	CAPTIVE INSURANCE COMPANIES

PURPOSE

This bulletin outlines the application process by which a British Columbia (BC) captive insurance company (captive) can renew its registration annually with the Superintendent of Financial Institutions (Superintendent).

BACKGROUND INFORMATION

Captive companies are incorporated under the *Business Corporations Act* and governed by the *Insurance (Captive Company) Act* (ICCA). Once registered with the Superintendent, a captive company may carry on insurance business in BC. The registration expires annually and requires annual renewal.

LEGISLATIVE PROVISIONS

Under Section 6(5) of ICCA and Sections 6, 7, and 8 of the *Insurance (Captive Company) Regulation* (ICCA Regulation), a captive is required to file an application for renewal of its registration with the Superintendent on or before 90 days after its fiscal year end. ICCA Section 9 also requires audited financial statements and an actuarial statement to be filed with the Superintendent. These annual filing should be submitted together with the application for annual renewal.

APPLICATION PROCESS

Applicants must submit the following materials to the Financial Institutions Commission (FICOM), on or before 90 days after the captive's fiscal year end:

Superintendent of Financial Institutions

2800-555 West Hastings
Vancouver, BC V6B 4N6
Telephone: 604 660-3555
Facsimile: 604 660-3365
www.fic.gov.bc.ca

- non-refundable application fee of \$2,500 payable to the Minister of Finance¹;
- completed [Application for Renewal of Captive Insurance Company Certificate](#) and all accompanying documents as required on the form;
- [Captive Insurance Annual Financial Return](#);
- audited financial statements, including auditor's report;
- actuarial report;
- management discussion and analysis of parent or association, if available;
- audited financial statements of parent or association, including auditor's report;
- audited financial statements of affiliated companies (if applicable);
- financial projections, including balance sheets and income statements for the next three years; and
- explanation and documentation pertaining to any material changes.

It is important to note that staff may make additional requests for information in the case where further clarification is required or a potential concern has been identified.

TIMELINES AND SUBMISSION INSTRUCTIONS

All notices and materials referenced in this bulletin, as well as any enquiries, can be submitted via email to StatApprovals@ficombc.ca or by mail to the following address:

Financial Institutions Division,
c/o Statutory Approvals
2800 – 555 West Hastings Street
Vancouver, BC V6B 4N6

FICOM staff will begin their review of an application upon receipt of the requested documentation in full. Please reference [Information Bulletin FI-18-001 –Timelines for Statutory Approvals Applications](#) for application timeline.

The timeline above serves as a general guideline, but may vary depending on the volume of requests received and the complexity of the individual application. FICOM staff will undertake to complete assessments as quickly as possible; however, the length of time spent reviewing an application will depend on the specifics of each application. An applicant can expedite the process by filing a complete application and providing all required supporting information at the outset of the application process.

At the Financial Institutions Commission and Office of the Superintendent of Financial Institutions, we issue information bulletins to provide technical interpretations and positions regarding certain provisions contained in the *Financial Institutions Act* and *Insurance Act*, Regulations and other pertinent legislation. While the comments in a particular part of an information bulletin may relate to provisions of the law in force at the time they were made, these comments are not a substitute for the law. The reader should consider the comments in light of the relevant provisions of the law in force at the time, taking into account the effect of any relevant amendments to those provisions or relevant court decisions occurring

¹ Please refer to Section 16 of the ICCA Regulation for further information on fees.

after the date on which the comments were made. Subject to the above, an interpretation or position contained in information bulletin generally applies as of the date on which it was published, unless otherwise specified.