

CONF/INS/00/001/03
22nd February, 2013

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CIRCULAR NO.IC & IB 02/2013

TO: ALL INSURANCE COMPANIES AND INSURANCE BROKERS

RE: SUBMISSION OF MONTHLY PREMIUM LEVY RETURNS

Regulation 53(a) of the Insurance Act requires that all insurance companies authorized to conduct insurance business in Kenya prepare and submit monthly premium levy returns to the Commissioner of Insurance within thirty (30) days after the end of the month to which they relate as prescribed in the Twenty Fourth Schedule of the Act. This circular also applies to insurance brokers registered or authorised to carry on insurance business in Kenya.

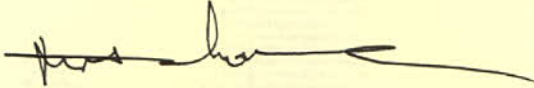
Most insurers and insurance brokers have not been submitting the data as required in the prescribed format. As a result, it has been very difficult for the Authority to compile and compare data between companies for varying periods. To enhance data uniformity, the Authority has prepared the forms in Excel format to facilitate comparability and analysis of industry data.

Note the changes in the classes of life insurance business that have been effected through the new templates.

You are therefore required to submit future monthly premium levy returns using the standardized Excel template beginning with the March 2013 return. Kindly submit a signed hard copy and a soft copy of the return. The soft copy of the return can be sent through the following e-mail address:
levyreturns@ira.go.ke

A soft copy of the template is available for download from the IRA website:
www.ira.go.ke

Yours faithfully,



SAMMY M. MAKOVE
COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER

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