

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مؤسسة النقد العربي السعودي

المركز الرئيسي

إدارة مراقبة التأمين

التاريخ: ١٩/٤/١٤٣٦ هـ

الرقم: ت.ع.ق. ٠٠٠/٥٥/٥٠٥٠٥

الموافق: ١٨/٤/٢٠١٥ م

المرفقات: —

تعميم

المحترم

سعادة /

شركة /

المركز الرئيسي .

بعد التحية ،،

الموضوع: تقرير سوق التأمين في المملكة العربية السعودية للعام ٢٠١٤ م

إشارةً إلى المادة الحادية عشرة من نظام مراقبة شركات التأمين التعاوني الصادر بالمرسوم الملكي رقم (م/٣٢) وتاريخ ٢٠١٤/٦/٢ هـ ، والتي تنص على أنه " لمؤسسة النقد العربي السعودي الحق في أن تطلب في أي وقت من أي من شركات التأمين وشركات إعادة التأمين أن تقدم إليها - في الوقت وبالشكل اللذين تحددهما - أي بيانات تراها ضرورية لتحقيق أغراض هذا النظام . كما يجب عليها أن ترسل إلى مؤسسة النقد العربي السعودي بناءً على طلبها ما يأتي :

١- بياناتاً بإيرادات ومصروفات كل فرع من فروع التأمين .

٢- بياناتاً تفصيلياً عن أعمال التأمين التي قامت بها الشركة خلال الفترة .

٣- بيانات إحصائية ومعلومات عامة عن نشاطات الشركة .

٤- بياناتاً باستثمارات الشركة .

٥- أي بيانات أخرى تطلبها مؤسسة النقد العربي السعودي .

مرفق لسعادتك ملف إكسل يتضمن نماذج لتعبئة البيانات المالية وغير المالية والمركز المالي للشركة كما في نهاية العام ٢٠١٤ م . كما تجدون طيه ملف (PDF) يحتوي على تعليمات محدثة خاصة بتعبئة النماذج المذكوره أعلاه .

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مؤسسة النقد العربي السعودي

المركز الرئيسي

إدارة مراقبة التأمين

التاريخ :

الرقم :

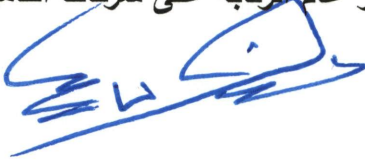
الموافق :

المرفقات :

لذا أمل تعبئة ملف الإكسل المرفق والتقييد بإتباع التعليمات المحدثة، ومن ثم إرساله مع مصادقة من المدير المالي للشركة على الالتزام بالتعليمات المحدثة المرافقة له للمؤسسة قبل نهاية دوام يوم الأحد الموافق ١ مارس ٢٠١٥ م ، لعناية الأستاذ / عبدالرحمن المساعد على البريد الإلكتروني (Aalmosad@sama.gov.sa) ، وإرسال نسخة على البريد الإلكتروني (isdfr@sama.gov.sa).

وتقبلوا تحياتي ،،،
السيد

مدير عام الرقابة على شركات التأمين



علي بن سليمان العايد

نطاق التوزيع:

- شركات التأمين و / أو إعادة التأمين

SURVEY 2014 - INSTRUCTIONS AND DEFINITIONS SHEET


Section A: Instructions


A.1. Survey Forms


This survey contains three forms that need to be completed by the insurance company and submitted to SAMA.


- The *first* form, "Non-Financial Data 2014", captures some selected non-financial data concerning the address, date of establishment, employee breakdown, etc.
- The *second* form, "Balance Sheet 2014", captures some selected 2014 balance sheet entries.
- The *third* form, "Financial Data 2014", captures some information about revenues, expenses and liabilities.


A.2. Cell Color Legend

 : Column Headers (No data should be entered here)

 : Row Headers (No data should be entered here)

 : Calculation Cell - Automatically Calculated (No data should be entered here)

 : Blocked Cell (No data should be entered here)

 : Blank Cell - Input Cell (To be filled with data)

A.3. Data Entry Rules

- All the **data should be entered in SR '000** e.g., if a company has an SR 10 million Gross Written Premium for Property Insurance, then the value that should be entered is 10,000.
- Make sure that the data is entered **in the blank cells only**, and **without any spaces** before or after the value.
- **Do not to alter the forms in any way and only enter the required data in the assigned fields.**

Section B: Definitions

B.1. Classes of Insurance Business

GENERAL INSURANCE

- **Accident and liability insurance** including the following:
 - Personal Accident Insurance which may include but is not limited to personal accident motor, group personal accident "medical", personal accident group, personal accident individual, personal accident plan, or plastic card insurance.
 - Work Related Insurance.
 - Employer's Liability Insurance.
 - Third Party Liability Insurance.
 - General Liability Insurance which may include but is not limited to inherent structural defect, public liability, deterioration of stock, directors & officers liability, workmen's compensation, or blood stock insurance.
 - Product Liability Insurance which may include but is not limited to comprehensive general liability.
 - Medical liability Insurance which may include but is not limited to medical malpractice insurance.
 - Professional Liability Insurance which may include but is not limited to professional indemnity insurance.
 - Theft and Burglary Insurance.
 - Fidelity Insurance which may include but is not limited to fidelity guarantee.
 - Safe Burglary Insurance inside the premises and in transit.
 - Any other Liability Insurance which may include but is not limited to money and pecuniary insurance, insurance for travelers, or live stock insurance.
- **Motor Insurance:** Provides coverage against losses and liability related to motor vehicles, excluding transport insurance. Motor insurance is divided into "Compulsory Motor Insurance" and "Compulsory + Others Motor Insurance":
 - Compulsory Motor Insurance may include but is not limited to motor vehicle insurance, motor third party, or motor driving license.
 - Compulsory + Others Motor Insurance refers to any compulsory motor insurance policy that includes a non compulsory part in addition to its compulsory part.
- **Property Insurance:** Provides coverage against fire, theft, explosions, natural phenomena, civil disturbances, and any other insurance included under this class of insurance. Property insurance may include but is not limited to all risk insurance, business interruption insurance, fire &

lightning insurance, property fire allied perils insurance, or house holders comprehensive insurance.

- **Marine Insurance:** Provides coverage for goods in transit and the vehicles of transportation on waterways, and any other insurance included under this class of insurance. Marine insurance is divided into Hull Marine Insurance and Cargo Marine Insurance. Hull Marine insurance insures hull of a ship and its tackle, passenger fittings, equipment, stores, boats, and ordnance, whereas the Cargo Marine Insurance may include but is not limited to carrier's liability, marine insurance certificate, land transit insurance, land transit open cover, marine open cover, or marine cargo.
- **Aviation Insurance:** Provides coverage for airline hulls and liability against passengers and third parties, freight transport by air, and any other insurance included under this class of insurance.
- **Energy Insurance:** Provides coverage for oil, petrochemical, other energy installations, and any other insurance included under this class of insurance.
- **Engineering Insurance:** Provides coverage for builder's risks, construction, mechanical, electrical, electronic, and machinery breakdown, and any other insurance included under this class of insurance. Engineering Insurance may include but is not limited to contractor's all risk insurance, deterioration of stock machinery breakdown insurance, erection all risk insurance, electronic equipment insurance, loss on profit insurance, or plant and equipment insurance.
- **Other Classes:** Includes all recognized classes of general insurance not mentioned above. Other classes may include but are not limited to special acceptance insurance, special term life insurance, employees' dishonesty or fidelity insurance or internal travelers assistance insurance.

HEALTH INSURANCE

- **Health Insurance:** Provides individual or group coverage for medical costs, medicines, medical and medications requirements as well as management of medical programs. Health Insurance is divided into "Compulsory Health Insurance" and "Compulsory + Others" Health Insurance. Compulsory + Others Health Insurance refers to any compulsory health insurance policy that includes a non compulsory part in addition to its compulsory part.

PROTECTION AND SAVINGS INSURANCE

- **Protection Insurance:** Provides individual or group coverage for death related consequences, and permanent and partial disability.

- **Protection and Savings Insurance:** Provides individual or group coverage for death related consequences, and permanent and partial disability with a saving/ retirement plan for an additional premium paid by the insured.
- **Other Protection and Savings Insurance:** Includes other classes of insurance in the protection and savings insurance not mentioned above.

B.2. Caption Definitions

REVENUE ITEMS

Direct Gross Written Premium refers to all premiums for insurance business accepted directly, including premiums from brokers and agents, by line of business for the current year.

Reinsurance Assumed refers to all premiums for insurance business assumed/ accepted from insurers (inward reinsurance) by line of business for the current year.

Total Gross Written Premium refers to the result of adding the Direct Gross Written Premium and the Reinsurance Assumed by line of business for the current year.

Reinsurance Ceded Locally Refers to all premiums ceded to local reinsurers (i.e., reinsured outwards).

Reinsurance Ceded Internationally Refers to all premiums ceded to international reinsurers (i.e., reinsured outwards).

Net Written Premium refers to the result of subtracting premiums ceded (reinsurance ceded locally and internationally) from total gross written premiums by line of business for the current year.

Net Earned Premium refers to the result of subtracting the change in unearned premiums between two reporting periods from the net written premiums by line of business for the current year.

Reinsurance Commissions Earned refers to all commissions earned on the reinsured portfolio (i.e., reinsured outwards) to reinsurance companies by line of business for the current year.

Other Underwriting Income refers to other underwriting income that has not been accounted for in the above categories.

Total Investment Income refers to the income generated by policyholders investments, i.e., interest income and dividend income as well as the

unrealized gain/ loss on investment and the realized gain/ loss on investment.

Other Income refers to all net income for the current year that does not fall in the above categories for policyholders and shareholders.

EXPENSE ITEMS

Gross Claims Paid refers to all claims paid (released) directly or through reinsurance agreements, including lawyer fees, adjustment fees, and all expenses to settle a claim by line of business during the current year.

Reinsurance Share of Claims refers to the portion of gross claims that are covered by reinsurers by line of business during the current year.

Net Claims Paid refers to the result of subtracting reinsurance share of claims paid from gross claims paid by line of business for the current year.

Net Claims Incurred refers to the net claims paid plus any change in the net provisions for outstanding claims, IBNR claims and mathematical reserves by line of business for the current year.

Commissions Incurred refers to all commissions incurred (paid + movement) for acquiring new customers per line of business during the current year.

Policy Acquisition Costs (Excluding Commissions Incurred) refers to all costs related to the acquisition of business, excluding commissions, such as marketing and advertising costs per line of business during the current year.

Other Direct Underwriting Expenses refers to any other underwriting expense that have not been accounted for in the above categories.

Investment Expenses refers to any expenses that are tied to policyholders investment activities, including asset management fees, brokerage fees, transaction fees, consulting fees, and custodian fees.

Operational and Technical Expenses refers to all operational costs such as salaries, office supplies, training, electricity, water, etc. related to insurance activities.

Other Expenses refers to all expenses for the current year that do not fall in the above categories for policyholders and shareholders.

SELECTED LIABILITY ITEMS

Unearned Premium Reserves refers to the portion of premiums which is matched to a future period in accordance with the related policy risk and is unearned as of the end of the reporting period, net of the share of reinsurers.

Outstanding Claims Reserves refers to the amount set aside by the insurer for claims that have been reported but not settled, net of the share of reinsurers.

IBNR Reserves refers to the amount set aside by the insurer for claims that have been incurred but not reported at the reporting date, net of the share of reinsurers.

Adjustment Expense Reserves refers to the amount set aside by the company for any projected adjustment expense associated with outstanding and IBNR claims.

Mathematical Reserves refers to all provisions made by an insurer to cover liabilities (excluding liabilities which have fallen due and liabilities arising from deposit back arrangements) arising under or in connection with long-term insurance contracts (Protection and Savings Insurance), net of the share of reinsurers.

Other Reserves refers to all reserves for the current year that do not fall in the above categories.

OTHER ITEMS

Number of Policies refers to the number in **absolute Form** of written policies for each line of business for the current year.

Number of Policyholders refers to the number in **absolute Form** of policyholders for each line of business for the current year.

Number of Claims refers to the number in **absolute Form** of claims incurred for each line of business for the current year.

Distributions

Policyholder Distribution Declared refers to the portion of net surplus from insurance operations that is allocated to policyholders account for the current year.

Surplus Due To Shareholders Account refers to the portion of net surplus from insurance operations that is allocated to shareholders account for the current year.

ASSETS

Cash and Cash Equivalents refers to those amounts included in cash, excluding statutory deposits, and due from banks and other financial institutions with a maturity of three months or less from the date of acquisition.

Receivables (Net) refers to all receivables that are net of allowance for doubtful accounts.

Reinsurance Recoverable refers to receivables expected from reinsurers to cover the reinsurance portion of claims reported but not settled, claims incurred but not reported, adjustment expenses, unexpired risk, catastrophe risk, general expenses, and reserves.

Deferred Policy Acquisition Cost refers to the deferred portion of commissions paid for acquiring new customers and renewals; these commissions are amortized over time.

Prepaid Expenses refers to payments of items made in advance of receiving their benefits; these expenses are amortized over the period as the corresponding benefits are received.

Investments

- **Deposits at financial institutions** refers to non-current deposits in banks (e.g., term deposits), other than those included within cash and cash equivalents above.
- **Loans** refers to all loans made to third parties.
- **Debt securities and fixed income** refers to debt securities, such as bonds, notes, bills, and money-market securities.
- **Shares (common, preferred)** refers to equity investments in common or preferred stocks.
- **Real estate** refers to all real estate used for investment purposes; in the case of policyholders assets only this caption should not include real estate used for operations which should instead be included in the tangible assets caption.
- **Investment in subsidiaries and affiliates** refers to investments made by the company in related companies (e.g., subsidiaries and affiliates).
- **Other** refers to any other form of investment not accounted for in the above captions.

Tangible Assets refers to physical and material assets such as property, plant and equipment; tangible assets include real estate used for operations.

Intangible Assets refers to non-physical assets such as goodwill, patents, trademarks, and copyrights.

Accrued Interest, Rent, Income refers to any interest, rent, or other income that has been earned or accumulated over the current period.

Distribution Due from Policyholders Accounts refers to the declared income distributions from insurance operations to the company's shareholders account.

Other Policyholders Assets refers to other assets that have not been accounted for in the policyholders assets schedule.

Other Shareholders Assets refers to other assets that have not been accounted for in the shareholders assets schedule.

LIABILITIES

Policyholders Payables refers to all amounts owed by the company to agents, brokers, TPAs, policyholders, other insurers, subsidiaries and affiliates and other parties.

Shareholders Payables refers to all amounts owed to subsidiaries and affiliates and other relevant parties.

Reinsurance Balance Payable refers to all amounts owed to reinsurance companies.

Technical Reserves refers to the sum of the unearned premium, the outstanding claims, IBNR and adjustment expenses reserves.

Unearned Premium Reserves. For definition, refer to the definitions of Selected Liability Items.

Outstanding Claims, IBNR and Adjustment Expense Reserves. For definition, refer to the definitions of Selected Liability Items.

Mathematical Reserves. For definition, refer to the definitions of Selected Liability Items.

Other Reserves. For definition, refer to the definitions of Selected Liability Items.

Unearned Reinsurance Commissions refers to commissions which have been received on the reinsurance portfolio but have not yet been earned at the end of the period.

Accrued Expenses and Deferred Incomes refers to all expenses which have been incurred but not paid as well as income that has been received but not yet earned.

Declared Dividend Payable refers to all declared dividend payments due to the company's shareholders at the end of the period.

Distribution Due to Shareholders Account refers to all amounts owed by policyholders (through insurance operations) to shareholders.

Accumulated Surplus refers to accumulated retained earnings from insurance operations, which have not been distributed to shareholders.

Zakat refers all Zakat payments due by the company to the government with respect to Saudi and GCC shareholders' income.

Share Capital refers to the shareholders' paid-in capital of the company.

Statutory Reserves refers to amounts set aside from the shareholders net income to meet the statutory reserve regulations under Implementing Regulations Article 70.

Retained Earnings refers to the earnings that are not paid out as dividends but instead reinvested in the core insurance business or used to pay off debt.

Other Policyholders Liabilities refers to other liability items that have not been accounted for in the policyholders liabilities schedule.

Other Shareholders Liabilities refers to other liability items that have not been accounted for in the shareholders liabilities schedule.

Other Shareholders Equity refers to other equity items that have not been accounted for in the shareholders equity schedule.