


107 Exchange Insurance Broker, Inc.

As of December 31, 2025

CHECKLIST OF DOCUMENTARY REQUIREMENTS

PARTICULARS	Via IC Portal	
	PDF	EXCEL
<input checked="" type="checkbox"/> 1. Certification (Form A)	X	
<input checked="" type="checkbox"/> 2. Audited Financial Statements, signed and stamped "Received" by the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC) <i>(attach email notification if submitted electronically)</i>	X	
<input checked="" type="checkbox"/> 3. Financial Information Form (Form C), signed by the Finance Head <i>(sign the PDF copy of the Form's Profile tab only)</i>	X	X
<input checked="" type="checkbox"/> 4. Latest General Information Sheet filed with the SEC	X	
<input checked="" type="checkbox"/> 5. Copies of Latest Surety Bond and Errors and Omissions Policies	X	
<input checked="" type="checkbox"/> 6. Certificate/s of Authority/License	X	
<input checked="" type="checkbox"/> 7. Minutes of the Board of Directors and Stockholders' Meetings or Annual Report, <i>if any</i>	X	
<u>NONE</u> 8. External Auditor's Letter of Comments or Recommendations, <i>if any</i>	X	
<u>NONE</u> 9. Amendment/s to the Articles of Incorporation and/or By-laws, <i>if any</i>	X	

Note: The above list is not exhaustive, and the IC may request additional documents during the examination.

Prepared by:

KRISTINA ANGELA THELMO-NAKAYAMA
 CORP. SECRETARY / ACTING COMPLIANCE OFFICER

Received by: _____
 Date Received: _____