



BERMUDA MONETARY AUTHORITY

BSCR E-FILING MANUAL

DECEMBER 2013

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I. INTRODUCTION

1. The BSCR E-filing Manual contains instructions for use by (re)insurers to complete and submit an electronic filing of their Capital and Solvency Returns to the Bermuda Monetary Authority ('the Authority'), which include the forms and schedules (collectively referred to as 'the BSCR Form' in this manual). It includes a general guidance on input of data and attachments into the Capital and Solvency Returns. A comprehensive guidance on the contents of the Capital and Solvency Return is outlined in 'The Bermuda Solvency Capital Requirement 2013 Instruction Handbook.'
2. The BSCR E-filing Manual is applicable to Insurance Groups, Class 3A, Class 3B, Class 4, Class C, Class D and Class E (re)insurers.
3. The BSCR E-filing manual consists of the following sections:
 - a. Section 1 details the prerequisite information surrounding the technology environment required to open and run the BSCR Form.
 - b. Section 2 provides instructions on how to set the Excel macros required to run the BSCR Form.
 - c. Section 3 describes the step by step BSCR E-filing process, from the beginning "macro settings" to end of the process "submission of the BSCR and receipt of acknowledgement of submission from the Authority."
 - d. Lastly, section 4 provides a list of the frequently encountered problems in the E-filing process and the related solutions.
4. Questions regarding the content or meaning of any of the items in this manual should be addressed to riskanalytics@bma.bm.

II. PREREQUISITE ENVIRONMENT

5. The BSCR Form can be opened with Microsoft Excel 2003, Microsoft Excel 2007 or Microsoft Excel 2010. Since the BSCR Form connects to the BMA server via https to validate and submit data, an internet connection is required.
6. The BSCR Form was tested in the following environment:

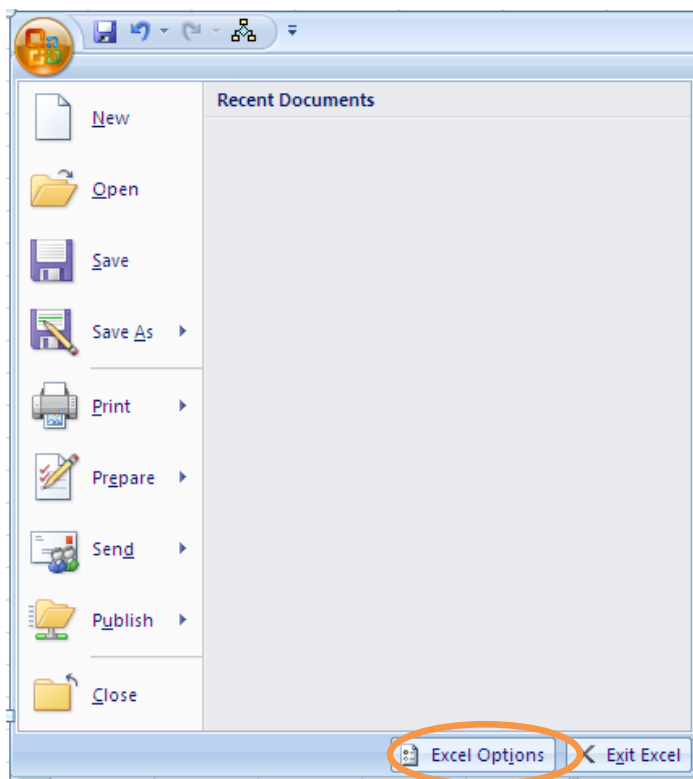
#	Windows OS	Microsoft Excel
1	Microsoft Windows XP Professional Version 2002 Service Pack 3	Microsoft Office Excel 2007(12.0.6545.5000) SP2 MSO(12.0.6545.5004)
2	Microsoft Windows XP Professional Version 2002 Service Pack 3	Microsoft Office Excel 2003(11.8167.8172) SP3
3	Windows 7 Enterprise	Microsoft Office Excel 2007(12.0.6545.5000) SP2 MSO(12.0.6545.5004)
4	Microsoft Windows XP Professional Version 2002 Service Pack 3	Microsoft Office Excel 2010(14.0.4756.1000) MSO(14.0.4760.1000)

III. EXCEL SETTING

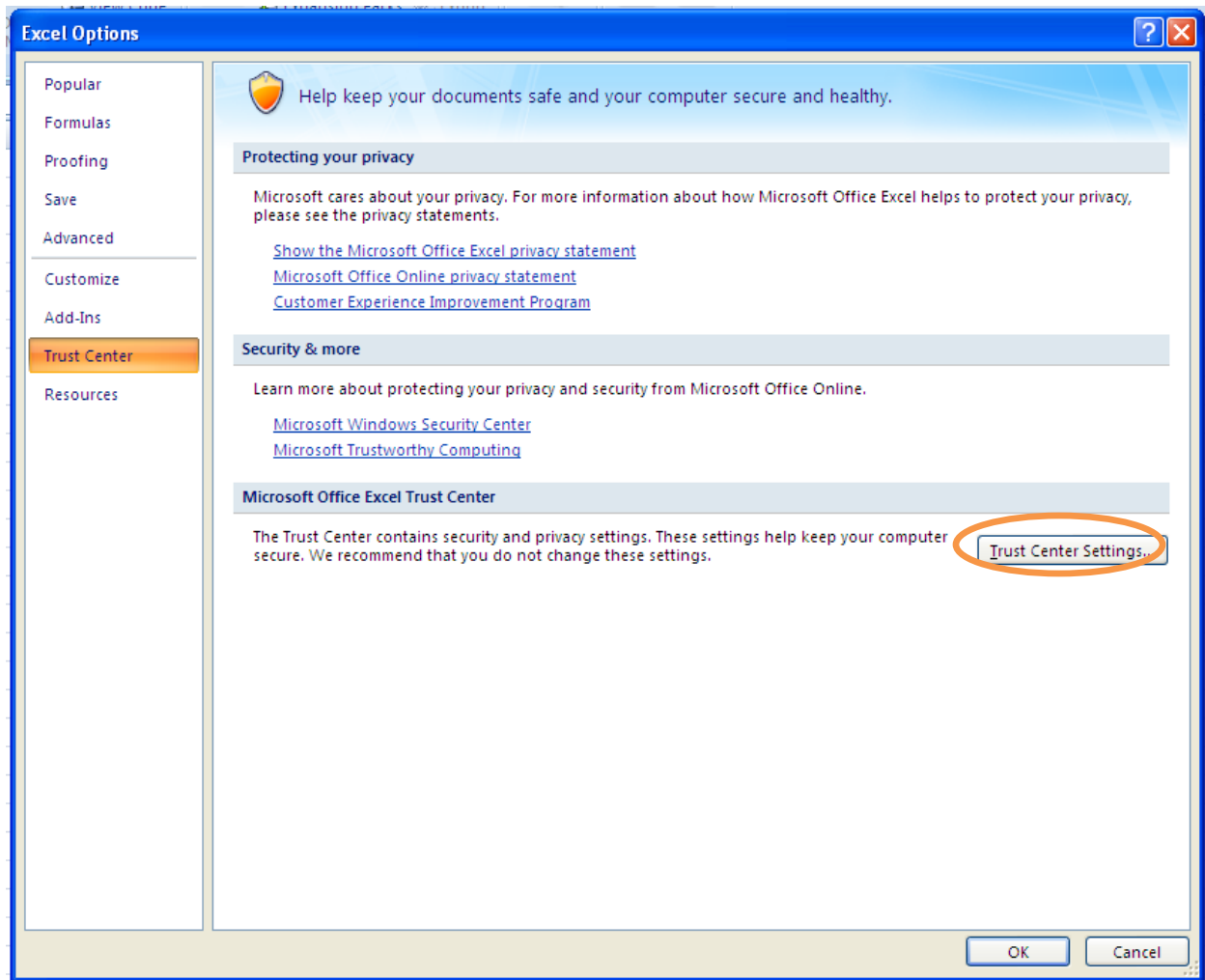
7. The BSCR Form uses Excel macro. In advance, to open the BSCR Form, macro has to be enabled in macro security level setting in Microsoft Excel. For Excel 2003, set “High.” Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled. For Excel 2007, set “Disable all macros except digitally signed macros.”

Excel 2007 or Excel 2010

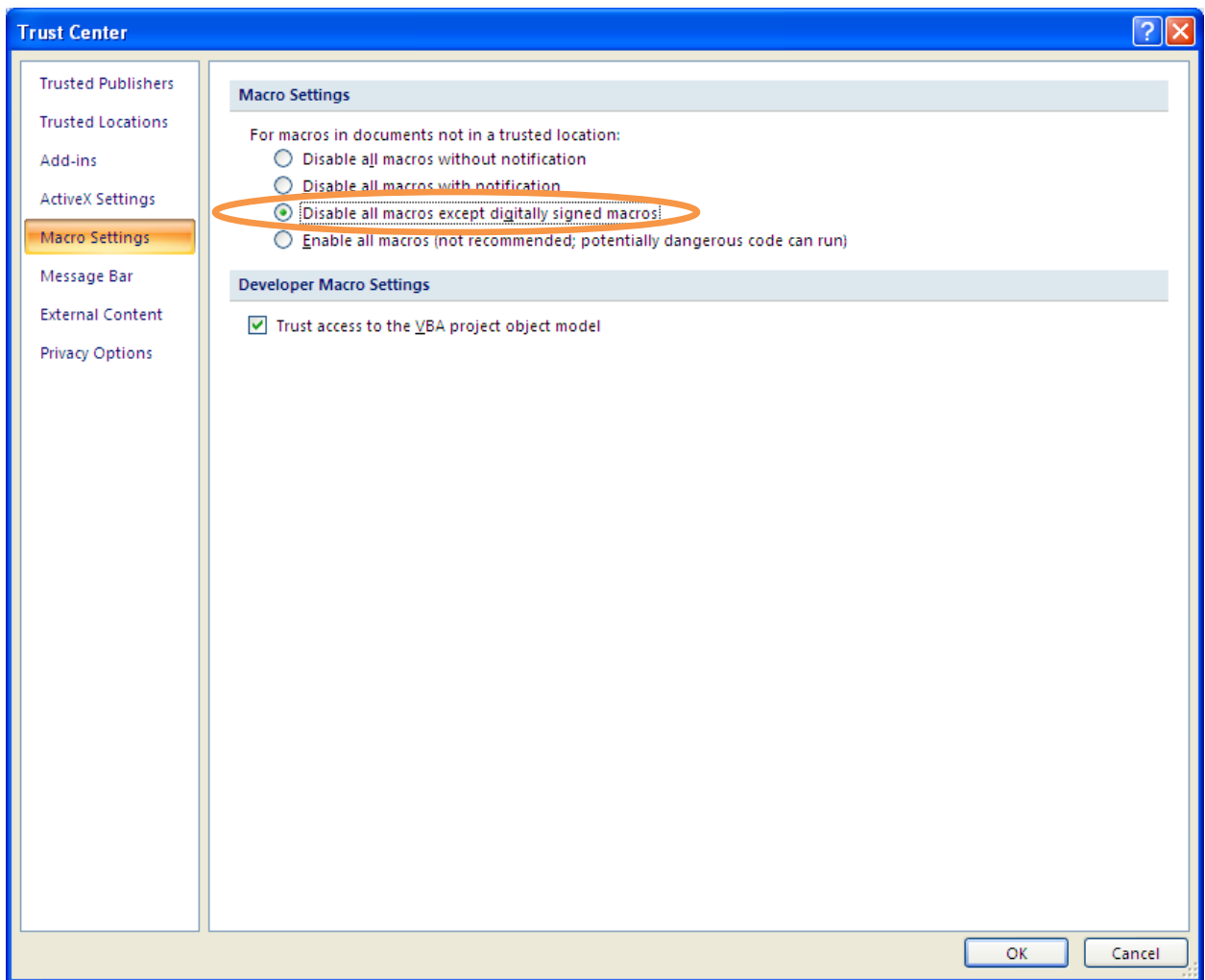
8. Click on Office button and click Excel Options.



9. In Excel Options window, click Trust Center and click Trust Center Settings.

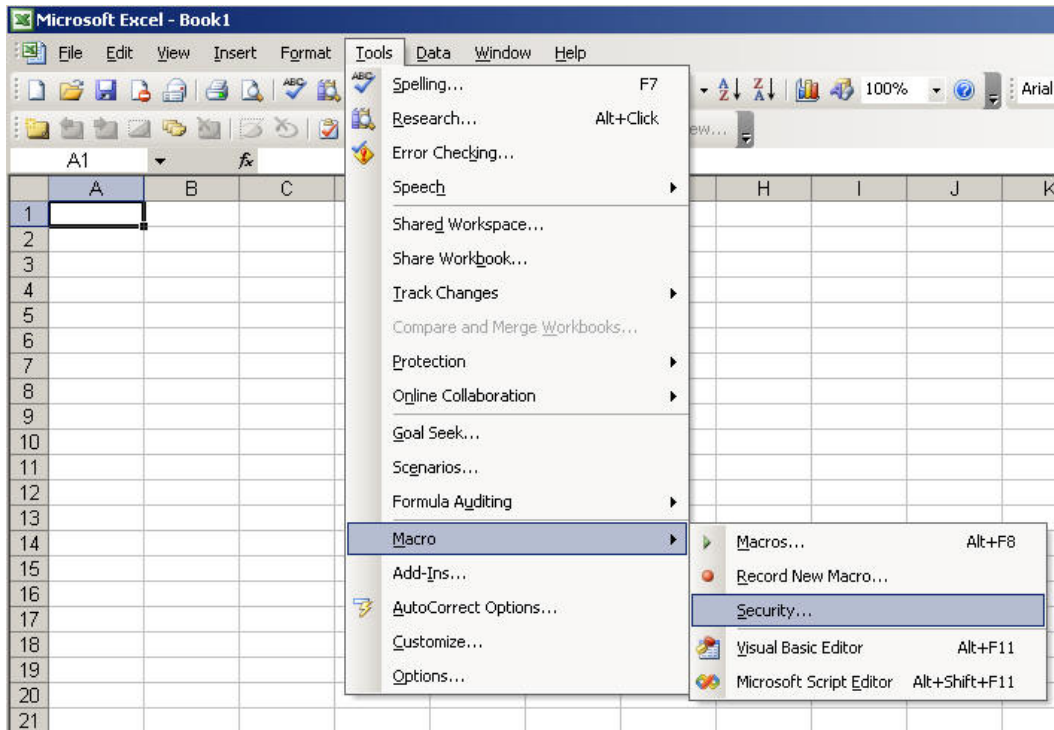


10. In the Trust Center Window, open Macro Setting page. If “Disable all macros without notification” is selected, the BSCR Form cannot be processed. Select “Disable all macros except digitally signed macros.”

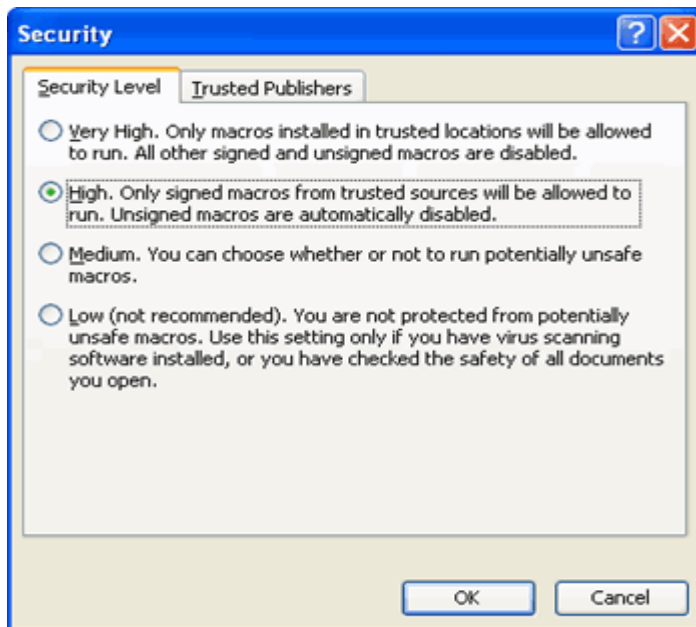


Excel 2003

11. Open the Macro Security options from the Excel menu, 'Tools,' 'Macro,' 'Security.'

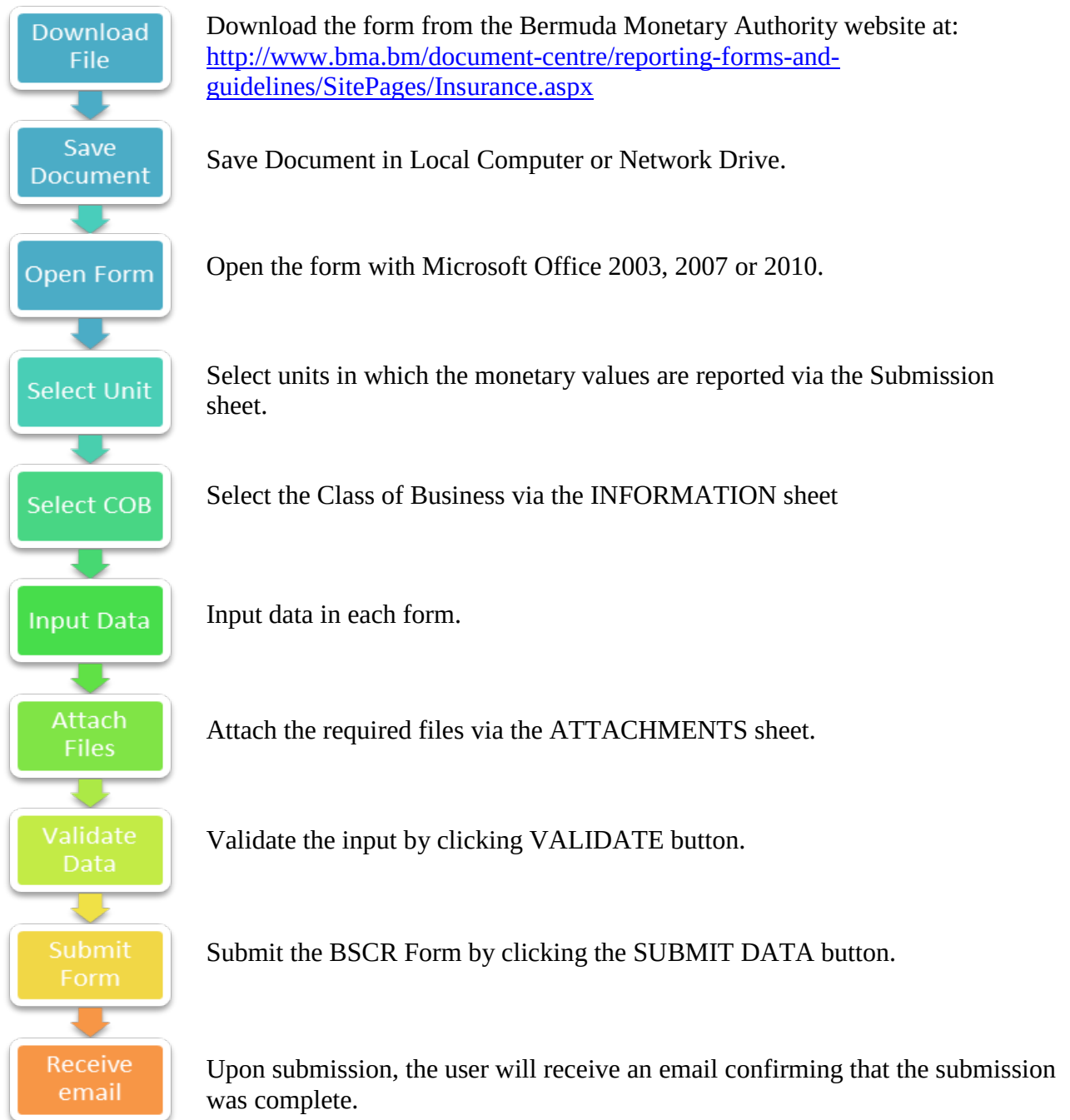


12. Open the tab 'Security Level' and select 'High.'



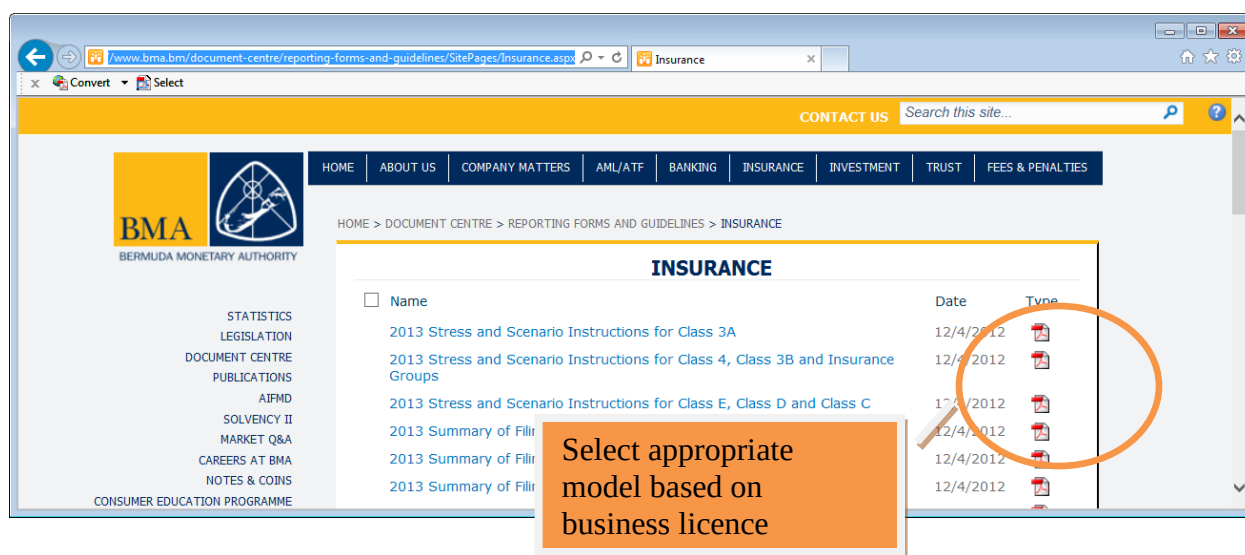
IV. BSCR FILING PROCESS

13. The graph below outlines the steps involved in the BSCR filing process:

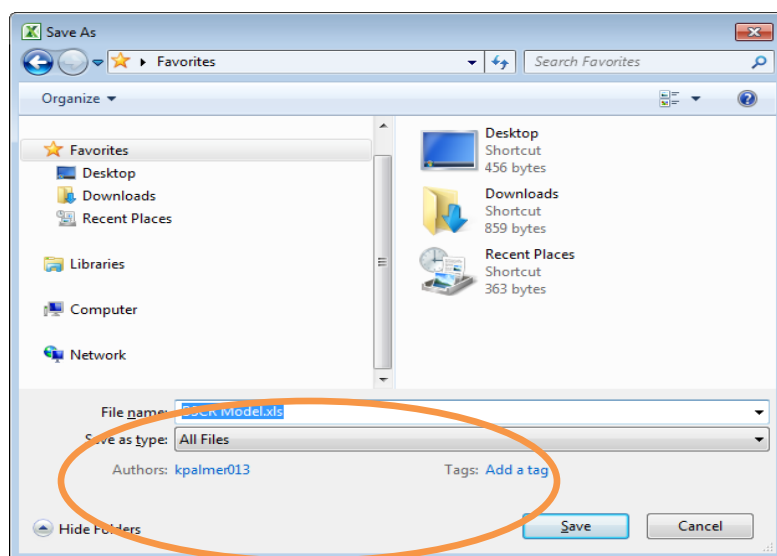


14. The latest BSCR models are found in the Bermuda Monetary Website under the file path of Document Centre/Reporting Forms and Guidelines/Insurance or by going directly to the website:

<http://www.bma.bm/document-centre/reporting-forms-and-guidelines/SitePages/Insurance.aspx>



15. Save File to local or network drive and ensure that file is saved with a “.xls” extension



If Save As Type is “All Files”, ensure File name includes “.xls”

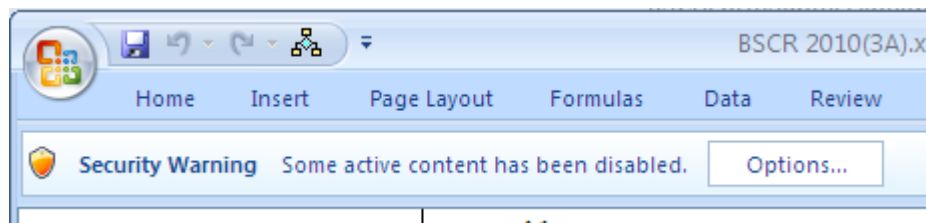
16. Open the BSCR with Microsoft Excel 2003 or subsequent version.

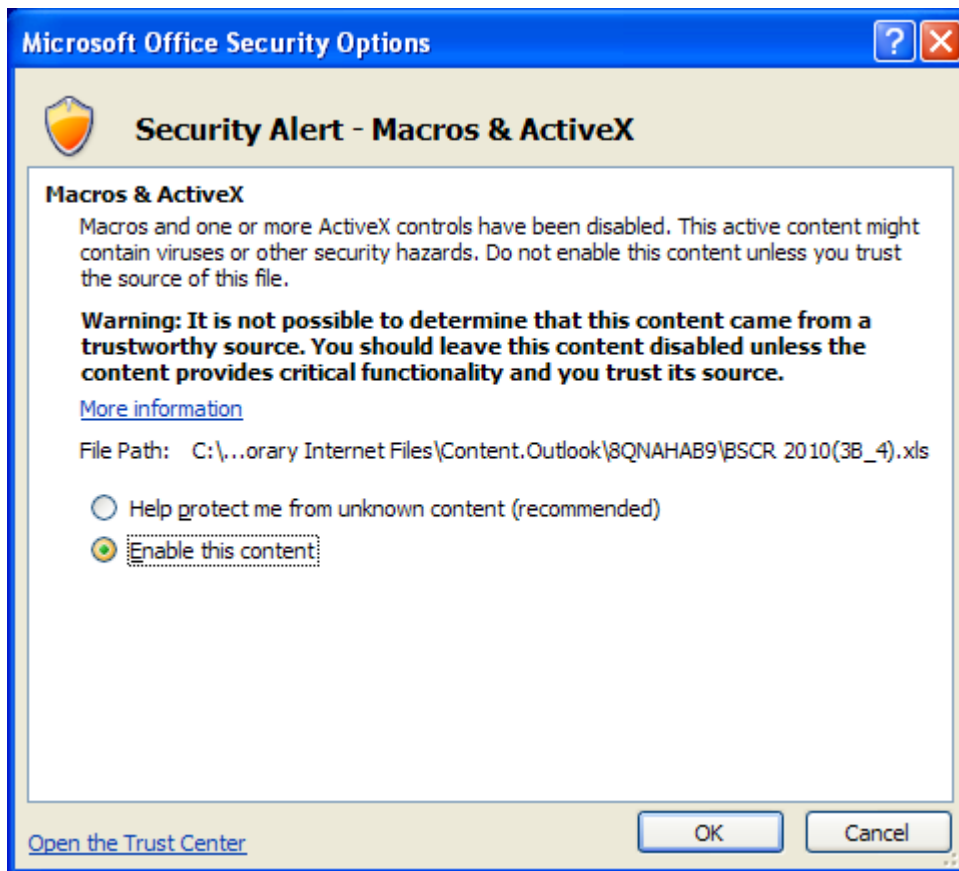
The screenshot shows a Microsoft Excel 2010 window titled "General Business BSCR Model 2013 [Compatibility Mode] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Acrobat. The worksheet contains a form titled "BSCR Model for General Business" with the BMA logo in the top right corner. The form includes the following sections:

- IMPORTANT:** Completion of this submission requires an internet connection.
- Questions and comments can be directed to: riskanalytics@bma.bm
- Submission Process:**
 - Reported in:** A dropdown menu with "Units" selected.
 - Select Unit:** Prior to inputting BSCR form, select units which the monetary values are reported in.
 - INPUT DATA:** A green button labeled "INPUT DATA".
 - VALIDATE DATA:** A blue button labeled "VALIDATE DATA".
 - SUBMIT:** An orange button labeled "SUBMIT".
- Comments:** A large text area for user comments.
- Comments from BMA:** A large text area for BMA comments.

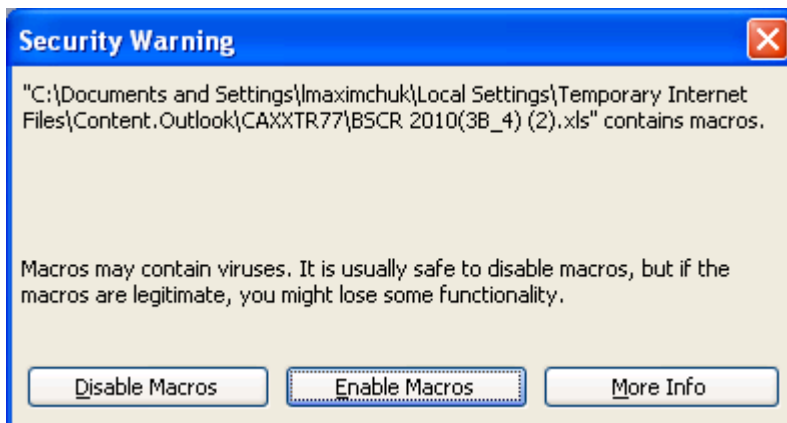
The bottom of the window shows the "Submission" and "Company Information" tabs, and the status bar indicates "Ready".

17. You may see a Security Warning. Click the Options button to enable the contents.





18. For Microsoft Excel 2003 users, you may see a Security Warning. Click Enable Macros.



19. Prior to inputting the BSCR Form, select units in which the monetary values are reported. You can either select “Thousand Units” or “Units” from the drop-down menu.

Submission Process:

Reported in: Units Units Thousand Units	Select Unit: Prior to inputting BSCR form, select units which the monetary values are reported in.
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20. In the INFORMATION tab, select the class of business that the insured Company is registered for. In the General Business Model select Class 3A, Class 3B or Class 4 macro button. For the Long-Term Business model select Class C, Class D or Class E macro button. Once selected, this will unhide the input sheets applicable to the model selected.

General Business Model

General Business BSCR Model 2013 20131108 [Compatibility Mode] - Microsoft Excel

COMPANY INFORMATION PAGE

For the Year Ending **December 31, 2013**

COMPANY INFORMATION

Company Name: ABC

Date Incorporated/Organized: [] Registration No.: []

Date Commenced Business: [] Class of Business: []

CONTACT PERSON FOR RISK BASED CAPITAL

First Name: [] Last Name: []

CONTACT PERSON INFORMATION

Street and Number of P.O. Box: []

City: []

Country: []

Postal Code: []

Phone Number: [] Extension: []

Email: []

Date Prepared: []

4 Model
3B Model
3A Model

Select appropriate class of business from the macro buttons

Long-Term Business Model

Long Term Business BSCR Model 2013 20131108 [Compatibility Mode] - Microsoft Excel

INSURER INFORMATION PAGE

For the Year Ending **December 31, 2013**

INSURER INFORMATION

Insurer Name

Date Incorporated/Organized Long-Term Business Class

Date Commenced Business Registration No.

CONTACT PERSON FOR RISK BASED CAPITAL

First Name Last Name

CONTACT PERSON INFORMATION

Street and Number of P.O. Box

City

Country

Postal Code

Phone Number Extension

Email

Date Prepared

Class C Model

Class D Model

Class E Model

Select appropriate class of business from the macro buttons

BMA
BANKING MONETARY AUTHORITY
Return to Index

21. Click the INPUT DATA button and the INDEX sheet is shown. From the INDEX sheet, you can jump to each sheet by clicking the buttons. Fill only the white cells in each sheet. If you want to come back to the INDEX sheet, click the RETURN TO INDEX link below the BMA icon.

Microsoft Excel - BSCR Class 3B_Jan 19 2011(UAT2)_549PM

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A1

INDEX

0

CLICK BUTTON TO NAVIGATE

Submission Attachments Company Information Declaration

CAPITAL & SOLVENCY RETURN

Form 1A Form 2A Form 8

SCHEDULE I SCHEDULE II SCHEDULE III SCHEDULE IV

SCHEDULE V Schedule V(a) SCHEDULE VI

CATASTROPHE RISK RETURN

Schedule VIII(a) Schedule VIII(b) Schedule VIII(c)

SCHEDULE OF LOSS TRIANGLES

Schedule IX Schedule IX(a) Sch IX(a)(i)

Sch IX(a)(ii) Sch IX(a)(iii) Sch IX(a)(iv)

Sch IX(a)(v) Sch IX(a)(vi) Sch IX(a)(vii)

Sch IX(a)(viii)

RECONCILIATION OF NET LOSS RESERVES

Submission Index Attachments Company Information Declaration Form 1A Form 2A Form 8 SCHEDULE II SCHEDULE III SCHEDULE IV

Ready

start Inbox - Mi... Class 4 BMA - Doc... BSCR E- Fi... January 2... Microsoft ... Document... 9:24 AM

#Form 1A'IA1 - Click once to follow. Click and hold to select this cell.

STATUTORY BALANCE SHEET (Class 3B - General Business)

Sample Company
 As at January 1, 2009
 expressed in ['000s] **United States Dollars**

STMT.

2009 ('000s) **2008 ('000s)**

10,000

2. QUOTED IN

(a) Bonds and
 i. Held to
 ii. Other

(b) Total Bonds and Debentures

(c) Equities
 i. Common stocks
 ii. Preferred stocks
 iii. Mutual Funds

(d) Total equity investments

Return to Index

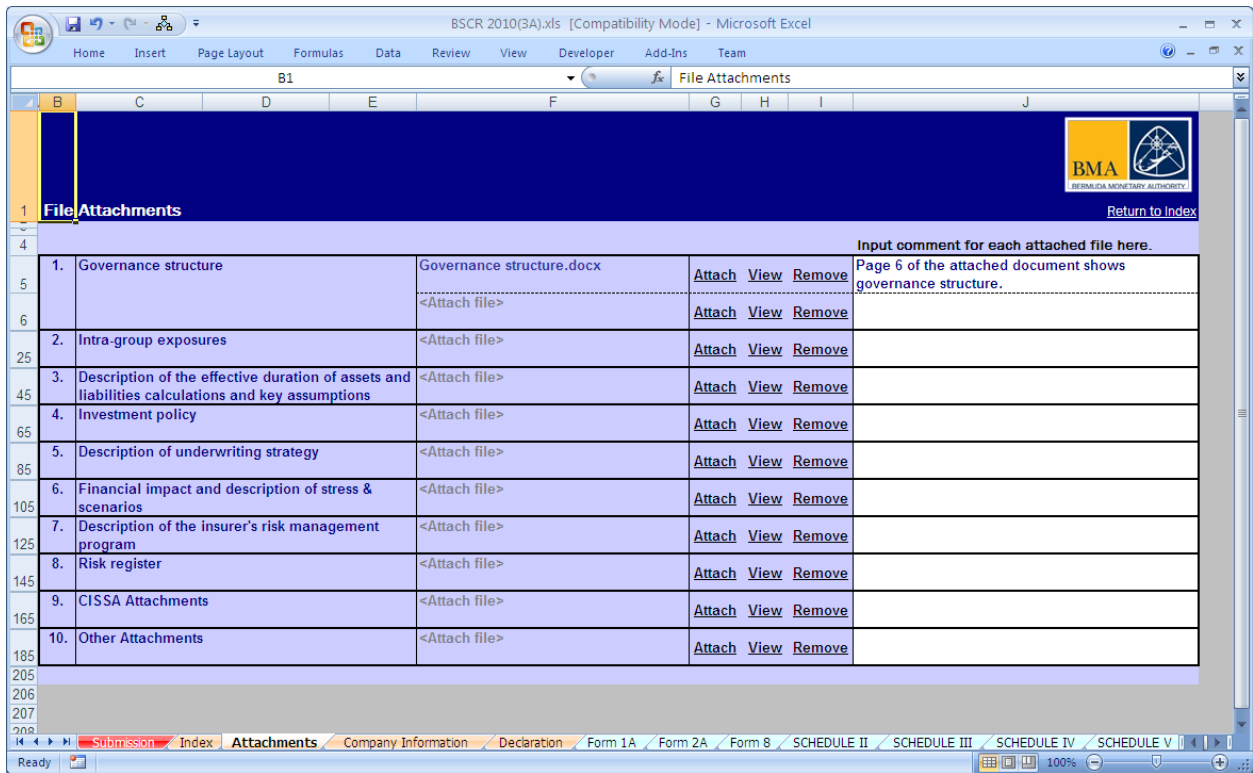
Click the link to go back to Index

Select appropriate value from dropdown list

Input value in white cell.

Submission Index Attachments Company Information Declaration Form 1A Form 2A

22. Note that during inputting, you can save the BSCR Form whenever you need. Please save the form as EXCEL 97-2003 WORKBOOK.
23. To submit the required files, go to the Attachments sheet. You can attach the required files here. The attached files are embedded to the form and submitted to the Authority when you click the SUBMIT button. You can attach up to 20 files for each category.



24. To attach a file, click Attach. Specify the file location in the Select attachment dialog and click the Save button. The attached file name is shown in the sheet. Please input on the comment section the explanation of the contents of the attached file for each appropriate category. PDF, Microsoft Word, and Microsoft Excel files are the allowed files to attach. File types shown in the following table can be attached:

#	File type	File extension
1	PDF	.pdf
2	Microsoft Word 2003	.doc
3	Microsoft Excel 2003	.xls
4	Microsoft Word 2007	.xls, .xlsm, .xlsx
5	Microsoft Word 2007	.doc, .docx

25. To view the attached file, click View. Application associated with the file is launched and the attached file is shown in the application. Please note that any edit you made during the View process can't be applied to the already attached file. If you want to edit the file, edit the original file and attach the file again.
26. To remove the attached file, click Remove.

27. After you input all sheets, click the **VALIDATE DATA** button at the Submission sheet. The input data is submitted to the Authority and validation results are shown at the bottom of the Submission sheet. You can jump to the location of invalid value by clicking the link shown in line with the error message.

- a. Click the **VALIDATE DATA** button.

VALIDATE DATA	Validate data: Prior to submitting to BMA validation of the data is required. To complete this step click the "VALIDATE DATA" button. The validation results are shown below on completion of the validation. The time to validate will vary depending on the speed of the internet connection. Please wait for the validation to complete. Once the validation is complete click the location link to go to the error location.
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- b. If there are some validation errors, an error message is shown at the bottom.

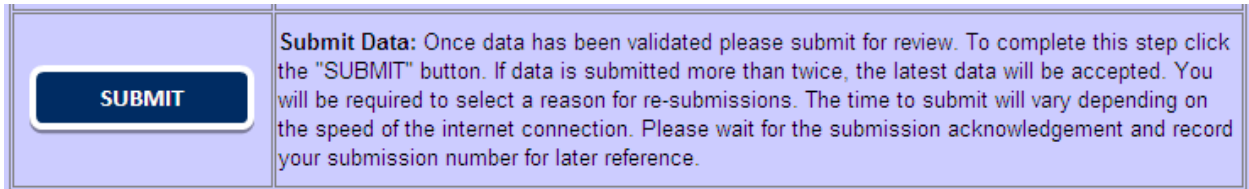
Validation results:	
Company Information!E15	Validation failed (Contact person's name is necessary.)
Company Information!E27	Validation failed (Contact person's phone number is necessary.)
Company Information!E29	Validation failed (Contact person's email is necessary.)

- c. Click a link to jump to a cell which contains a possible error value.

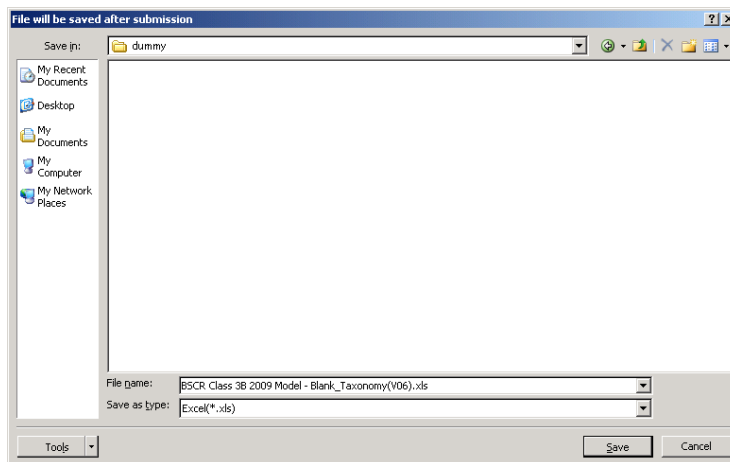
COMPANY INFORMATION PAGE	
Sample Company	
For the Year Ending	December 31, 2010
COMPANY INFORMATION	
Company Name	Sample Company
Date Incorporated/Organized	
Date Commenced Business	
CONTACT PERSON FOR RISK BASED CAPITAL	
First Name	
CONTACT PERSON INFORMATION	

28. After a validation is completed, click the SUBMIT button. Submissions can be processed only if the validation result is okay or comments are inputted to explain why validation errors cannot be corrected.

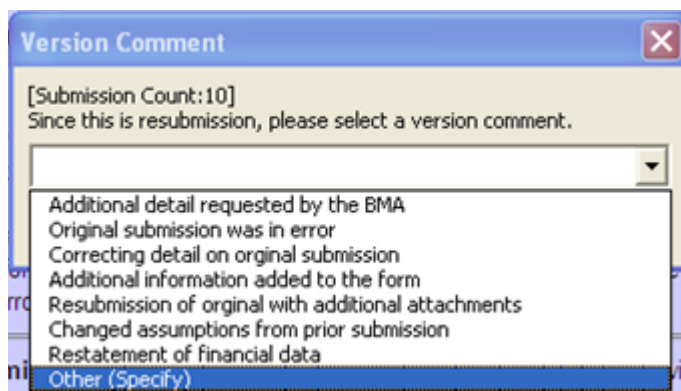
- a. Click the SUBMIT button.



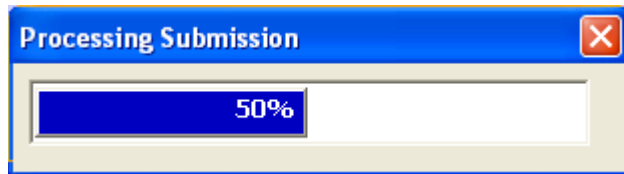
- b. The file save dialog is shown. Specify the location where you want to save the form.



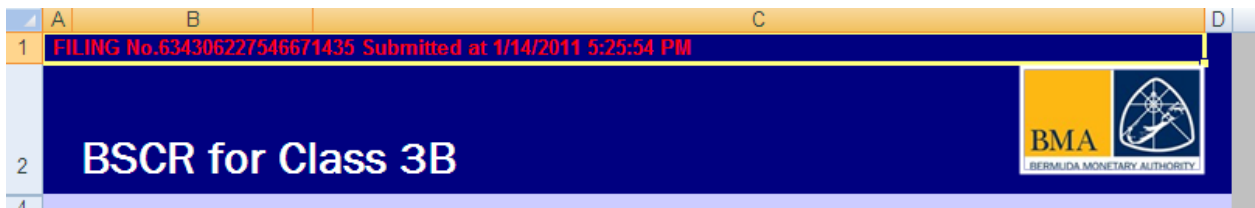
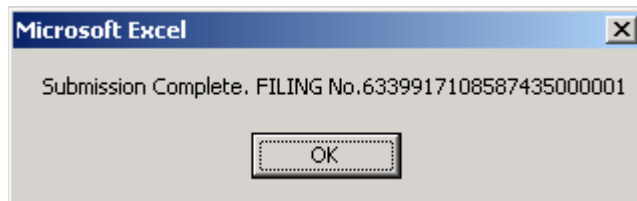
- c. If you already submitted the BSCR form in the same filing period, you are asked to select a reason of the re-submission. Select the appropriate reason from the drop-down menu.



- d. While the form and the attached files are being submitted to the Authority, a progress bar is shown.



- e. When the submission is completed, a FILING No. is shown. Since the filing number is recorded at the top of the BSCR Form which is saved in the location you specified, you do not need to write down the filing number. The filing number may be used by the Authority as reference to a specific submission.



29. After the submission is completed, an email will be received on the address indicated in the BSCR Form as the primary contact.

V. TROUBLESHOOTING

30. The table below outlines the most common problems encountered in the BSCR filing process and its related diagnosis:

Operation	Issue	Solution
Unit selection	Unit dropdown list box can't be selected.	Macro is disabled. Please check macro security level setting in Microsoft Excel.
Validate data	"Error#: XXX Content: HTTP Error: Unknown" is shown	This error may happen when PC is not connected to internet. Please check whether you can connect to the BMA site, http://www.bma.bm/ , with internet explorer. If your PC connects to internet and still the issue persists, please contact the Authority.
	"Error#: 500 Content: HTTP Error: Internal Server Error" is shown	Please try again later. If the error persists, please contact the Authority.
Submit data	"Error#: XXX Content: HTTP Error: Unknown" is shown, when you click is shown	This error may happen when PC is not connected to internet. Please check whether you can connect to BMA site, http://www.bma.bm/ , with internet explorer.
	"Error#: 500 Content: HTTP Error: Internal Server Error" is shown	Please try again later. If the error persists, please contact the Authority.