

Brussels, 2 June 2017 (annex
updated on 12 december 2018)

Annex 1 Communication NBB_2017_18

Form for the notification of a [branch](#)

NB: this form may also be used in the event of changes in the nature of the activities exercised by an existing branch or in the manner in which these activities are exercised. In that case, the insurance company should only fill out those parts of this form which contain the information which has changed.

1. Contact details

1.1. Head office of the insurance or reinsurance undertaking

Name of the head office:	
Address of the head office: Postcode and city:	
Belgian administrative code of the head office (code INS):	
Legal Entity Identifier (LEI) of the head office:	

1.2. Details of the person to be contacted about this notification

Name of the contact person within the head office:	
Telephone number :	
E-mail address :	

2. Notification details

- Notification of establishment of a new branch
- Notification of changes to information relating to an existing branch

3. Details about the branch

3.1. Indicate the host country in which you wish to establish a branch or the host country in which the branch you wish to make a change to is situated.

EEA Member State :	
Third country :	

3.2. Provide the address of the branch in the host country, from which documents, including all communications to the authorised agent, may be obtained or delivered to.

Address :	
Postcode and City :	

3.3. Give the name of a person, and if available the e-mail address, who possesses sufficient powers to bind, in relation to third parties, the insurance undertaking or, in the case of Lloyd's, the underwriters concerned and to represent it or them in relations with the authorities and courts of the host country (the authorised agent) and description of their powers.

Name of the authorised agent :	
Email address of the authorised agent :	
Powers of attorney :	In attachment

4. Details of the activities

4.1. Classes of non-life insurance

Head office ⁽¹⁾	FoE ⁽¹⁾	(2)	(3)	
<input type="checkbox"/>	<input type="checkbox"/>	1a	1	Accident (excluding industrial injury and occupational diseases).
<input type="checkbox"/>	<input type="checkbox"/>	1b	1	Accident (including industrial injury and occupational diseases).
<input type="checkbox"/>	<input type="checkbox"/>	2	2	Sickness.
<input type="checkbox"/>	<input type="checkbox"/>	3	3	Land vehicles (other than railway rolling stock).
<input type="checkbox"/>	<input type="checkbox"/>	4	4	Railway rolling stock.
<input type="checkbox"/>	<input type="checkbox"/>	5	5	Aircraft.
<input type="checkbox"/>	<input type="checkbox"/>	6	6	Ships (sea, lake and river and canal vessels).
<input type="checkbox"/>	<input type="checkbox"/>	7	7	Goods in transit (including merchandise, baggage, and all other goods).
<input type="checkbox"/>	<input type="checkbox"/>	8	8	Fire and natural forces.
<input type="checkbox"/>	<input type="checkbox"/>	9	9	Other damage to property.
<input type="checkbox"/>	<input type="checkbox"/>	10a	10	Motor vehicle liability (excluding carrier's liability).
<input type="checkbox"/>	<input type="checkbox"/>	10b		Motor vehicle carrier's liability.
<input type="checkbox"/>	<input type="checkbox"/>	11	11	Aircraft liability.
<input type="checkbox"/>	<input type="checkbox"/>	12	12	Liability for ships (sea, lake and river and canal vessels).
<input type="checkbox"/>	<input type="checkbox"/>	13	13	General liability.
<input type="checkbox"/>	<input type="checkbox"/>	14	14	Credit.
<input type="checkbox"/>	<input type="checkbox"/>	15	15	Suretyship.
<input type="checkbox"/>	<input type="checkbox"/>	16	16	Miscellaneous financial loss.
<input type="checkbox"/>	<input type="checkbox"/>	17	17	Legal expenses.
<input type="checkbox"/>	<input type="checkbox"/>	18	18	Assistance.

(1) Indicate in column A the classes of insurance for which the head office already has an authorisation and in column B the classes for which an application for authorisation is submitted.

(2) Numbering of classes of non-life insurance according to Annex I of the Belgian Law

(3) Numbering of classes of non-life insurance according to Annex I of the Solvency II Directive

4.2. Classes of life insurance

Head office ⁽¹⁾	FoE ⁽¹⁾	(2)	(3)	
<input type="checkbox"/>	<input type="checkbox"/>	21	I	The life insurance referred to in points (a)(i), (ii) and (iii) of Article 2(3) excluding those referred to in II and III;
<input type="checkbox"/>	<input type="checkbox"/>	22	II	Marriage assurance, birth assurance;
<input type="checkbox"/>	<input type="checkbox"/>	23	III	The insurance referred to in points (a)(i) and (ii) of Article 2(3), which are linked to investment funds;
<input type="checkbox"/>	<input type="checkbox"/>	24	IV	Permanent health insurance, referred to in point (a)(iv) of Article 2(3);
<input type="checkbox"/>	<input type="checkbox"/>	25	V	Tontines, referred to in point (b)(i) of Article 2(3);
<input type="checkbox"/>	<input type="checkbox"/>	26	VI	Capital redemption operations, referred to in point (b)(ii) of Article 2(3);
<input type="checkbox"/>	<input type="checkbox"/>	27	VII	Management of group pension funds, referred to in point (b)(iii) and (iv) of Article 2(3);
<input type="checkbox"/>	<input type="checkbox"/>	28	VIII	The operations referred to in point (b)(v) of Article 2(3);
<input type="checkbox"/>	<input type="checkbox"/>	29	IX	The operations referred to in Article 2(3)(c).

(1) Indicate in column A the classes of insurance for which the head office already has an authorisation and in column B the classes for which an application for authorisation is submitted.

(2) Numbering of classes of life activities according to Annex II of the Belgian Law.

(3) Numbering of classes of life activities according to Annex II of the Solvency II Directive.

4.3. Type of reinsurance activities

Head office ⁽¹⁾	FoE ⁽¹⁾	
<input type="checkbox"/>	<input type="checkbox"/>	Non-life reinsurance activities
<input type="checkbox"/>	<input type="checkbox"/>	Life reinsurance activities

(1) Indicate in column A the groups of activities for which the head office already has an authorisation and in column B the groups of activities for which an application for authorisation is submitted.

5. Information to be communicated to the EEA Member State

Scheme of operations

5.1. Nature of risks

a) Please provide details of the nature of the risks to be covered in the EEA Member State(s) concerned

<input type="checkbox"/>	Class 1 "Accident" including industrial injury and occupational diseases	Proof that the specific rules of national law in that Member State as regards coverage of that type of risk are complied with.	[attach proof if appropriate]
<input type="checkbox"/>	Class 2 "Sickness"	Where in the Host Member State such contracts may serve as a partial or complete alternative to health cover provided by the statutory social security system, and specific legal provisions adopted, the general and specific conditions of those policies, must be provided.	[to be completed by the company if appropriate]
<input type="checkbox"/>	Class 10 "Motor vehicle liability" with the exception of the carrier's liability	Claims representative	Name : Address :
		Declaration that the insurance company is affiliated to the national bureau and the national guarantee fund of the host Member State.	[attach a declaration if appropriate]
<input type="checkbox"/>	Class 17 "Legal expenses" the option chosen from those described in Article 200 of the Solvency II Directive	<input type="checkbox"/>	a) Insurance undertakings shall ensure that no member of the staff who is concerned with the management of legal expenses claims or with legal advice in respect thereof pursues at the same time a similar activity in another undertaking having financial, commercial or administrative links with the first insurance undertaking and pursuing one or more of the other classes of insurance set out in Annex I.
		<input type="checkbox"/>	b) The insurance undertaking shall entrust the management of claims in respect of legal expenses insurance to an undertaking having separate legal personality.
		<input type="checkbox"/>	c) The contract shall provide that the insured persons may instruct a lawyer of their choice or, to the extent that national law so permits, any other appropriately qualified person, from the moment that those insured persons have a claim under that contract.

<input type="checkbox"/>	Class 18 "Assistance"	Information on the resources available to the insurance company to provide these services.	[to be completed by the company]
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- b) Nature of the risks or commitments which the company proposes to cover in the Host Member State (characteristics of the main products that will be marketed)

[to be completed by the company]

5.2. Financial aspects

- a) Guiding principles as to reinsurance and to retrocession with regard to the activities of the branch (reinsurance mode and identity of the reinsurers)

[to be completed by the company]

- b) For the first three financial years, cost estimates for setting up the administrative services, organisation for securing business of the branch and the production network

[to be completed by the company]

- c) For the first three financial years, estimates of the financial resources intended to cover the technical provisions, the minimum capital requirement and the solvency capital requirement (Table 7)

- Table 7



Tableau 7.xlsx

- d) For the first three financial years, estimates of management expenses other than installation costs, in particular current general expenses and commissions

To be completed

- e) For the first three financial years, estimates of premiums or contributions and claims

- Table 8 in case of non-life and reinsurance activities



Tableau 8.xlsx

- Table 9 in case of life insurance activities



Tableau 9.xlsx

5.3. The organisational structure of the branch

[To be completed by the company + please provide an organization chart]

Additional information

5.4. Identification of the persons who effectively run the branch or are responsible for key functions for the branch;

[to be completed by the company]

5.5. If the insurance undertaking belongs to a cross-border group, the name of the group supervisor and the structure of the group, together with the last reported group solvency position;

[to be completed by the company]

5.6. Description of the branch's commercial strategy (types of customers), the planned distribution channel(s), relevant outsourcing contracts and partners that will be used in the Host Member State;

[to be completed by the company]

5.7. A description of the relevant policyholder guarantee funds in the Home Member State, where applicable;

[to be completed by the company]

A certificate attesting that the insurance undertaking covers the SCR and MCR as calculated in accordance with Articles 100 to 129 of the Solvency II Directive.

Solvency certificate in attachment provided by the Bank

7. Information for the only purpose of the Bank

7.1. Financial aspects

- a) A forecast balance sheet for the company covering a period of three years (Table 1) excluding and including the branch

Table 1



Tableau 1.xlsx

- b) For the first three financial years, estimates of the solvency capital requirement (SCR), as laid down in Article 151 of the Law of 13/03/2016, on the basis of the forecast balance sheet referred to above, as well as the calculation method used to establish these estimates

Table 2 in case of standard formula



Tableau 2.xlsx

Table 3 in case of partial internal model



Tableau 3.xlsx

Table 4 in case of full internal model



Tableau 4.xlsx

- c) For the first three financial years, estimates of the minimum capital requirement (MCR), as laid down in Article 189 of the Law of 13/03/2016, on the basis of the forecast balance sheet referred to in 4.1., as well as the calculation method used to establish these estimates

Table 5 in case of non-life activities



Tableau 5.xlsx

Table 6 in case of life activities



Tableau 6.xlsx

7.2. Organisation of the branch

Description of the strategy followed for the opening of the branch and description of the role of the branch in the internal structure of the company and, where appropriate, of the group

[to be completed by the company]

7.3. Management structure of the branch

a) Information on the expertise and professional integrity of the general representative and, where appropriate, of the other senior managers of the branch

Please use therefore a « *fit & proper* » form “New Appointment” and adjoined to this form

<https://www.nbb.be/en/articles/circular-nbb201302-expertise-and-professional-integrity-fit-proper>

b) Description of the hierarchical and functional lines of reporting of the general representative or the senior management of the branch to the head office in Belgium

[to be completed by the company]

7.4. Follow-up of the activities of the branch by the management bodies of the head office in Belgium

a) Description of the organisation which will be set up at the head office in Belgium to monitor the activities of the branch (including at the level of the board of directors and the management committee)

[to be completed by the company]

b) Description of all the reports (quantitative and qualitative) that will be sent to the head office so that it can monitor the activities of the branch

[to be completed by the company]

7.5. Contact persons for the independent control functions

a) Details of the contact persons at the branch for the 4 independent control functions (internal audit, risk management, compliance and actuarial function)

[to be completed by the company]

b) Information concerning the planned interactions between the 4 persons responsible for the control functions at the head office in Belgium and the contact persons for these functions at the branch (adaptation of the charters of the control functions?)

[to be completed by the company]

c) Information on the manner in which the branch is taken into account in the work of the independent control functions of the head office

[to be completed by the company]

d) Information on the manner in which the branch will comply with local integrity rules (e.g. in the event of life insurance activities, preventive measures against money laundering)

[to be completed by the company]

7.6. Risk profile of the branch and impact

a) Presentation of the risk profile of the branch

[to be completed by the company]

b) Presentation of the risk management measures which will be implemented at the branch

[to be completed by the company]

c) Presentation of the measures that will be taken at the head office in terms of risk management, in order to monitor the evolution of the risks to which the branch is exposed

[to be completed by the company]

d) Impact of the opening of the branch on the company's ORSA

[to be completed by the company]

7.7. Administrative organisation of the branch

a) Description of the staff resources (organisation chart) which will be available to the branch office at the beginning of its activities and during the following 3 financial years

[to be completed by the company]

b) Description of the internal control mechanisms which will be implemented at the branch

[to be completed by the company]

c) Information on the administrative and accounting organisation that will be put in place to allow the branch to prepare its (quantitative and qualitative) reports

[to be completed by the company]

d) Information on the use of outsourcing (list of services which are intended to be outsourced)

[to be completed by the company]

e) Information on the measures taken by the branch regarding the IT system

[to be completed by the company]
