



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Circular Letter (CL) No.	2015-60
Date	23 December 2015
Supersedes	

CIRCULAR LETTER

TO : All Health Maintenance Organizations (HMOs)

SUBJECT : Guidelines in the Renewal of HMO Clearances to Operate/Licenses Expiring on 31 December 2015

The following **Guidelines in the Renewal of HMO Clearances to Operate/Licenses Expiring on 31 December 2015** is hereby issued for the guidance of all HMOs:

1. The Licensing Division of the Insurance Commission's Legal Services Group is now accepting applications for renewal of HMO Clearances to Operate/Licenses that will expire on 31 December 2015.
2. Regular applications for renewal will be accepted until the last working day of January 2016.
3. Late applications for renewal will be accepted starting on the first working day of February 2016 **subject to appropriate penalties (reckoned from 1 February 2016)**.
4. Requirements for renewal:
 - a) Copy of the valid Clearance to Operate/License (that will expire on 31 December 2015) issued by the Department of Health (DOH);
 - b) A statement of HMO's financial reserves in liquid securities duly certified by the external auditor;
 - c) Submission of - (1) list of officers/board of directors/stockholders; (2) audited financial reports which shall include the balance date on active members, claims experience and other information; (3) operational reports which shall include actuarially certified data on active members, claims experience and other information; and (4) any amendment/change in the documents submitted to the

DOH on initial application. These documents must be duly certified by the external auditor or the actuary, as the case may be; and,

- d) Renewal fee: (1) Php50,000.00 for non-stock corporation (investor-based); and (2) Php15,000.00 for non-stock corporation or non-profit cooperative (Community-based). *Plus 1% legal research fund.

5. Renewed licenses shall be valid until 31 December 2016.

This Circular shall take effect immediately.

For information and guidance.



EMMANUEL F. DOOC
Insurance Commissioner