

PROCEDURE IN THE LICENSING OF MUTUAL BENEFIT ASSOCIATION

Licensing Requirements:

1. Accomplished application form (duly notarized)
2. SEC Certificate of Registration of Articles of Incorporation and By-laws
3. Certificate of Registration with the following agencies:
 - a. Bureau of Internal Revenue (BIR)
 - b. Office of the Mayor/Municipal Permit
 - c. Social Security System
4. Books of accounts to be used in the transaction of association, duly registered with the BIR
 - a. General Journal
 - b. General Ledger
 - c. Cash Receipt
 - d. Cash Disbursement
5. List of officers, Board of Directors, personnel and its members and positions held
6. Organizational Chart
7. ITR for the preceding year and curriculum vitae of the officers, members of the Board of Directors, Accountant, Actuary and External Auditor
8. Floor Plan and Lease agreement of the office space, if any
9. Inventory of equipment, furniture and fixtures
10. Guarant fund in government securities: ₱ 5,000,000.00 for Microinsurance MBA (IMC No. 9-2006); P125 million or 25% of the minimum paid-up of new insurance company (IMC No. 2-2006)
11. Submit Fidelity Bond of accountable officer/s
12. Bank account/s of the association
13. Execute waiver in favor of this Commission to verify the existence of association's capital deposit with its depository bank/s
14. Clearance from NBI of the officers and Board of Directors
15. Pre-operational Balance Sheet
16. Minutes of the organizational meeting of the board of directors
17. Documentary Stamp
18. Pre-licensing Examination
19. License Fee- ₱ 25,000.00

Actuarial Requirements:

1. Actuarial projection prepared and signed by a duly accredited actuary showing probable income and outgo, reserve requirements, enumerating the actuarial assumptions and bases thereof
2. Governing rules and regulations of the association
3. Copy of membership application form
4. Certificate of Membership or Certificate of Insurance Certificate form showing the benefits
5. List of Members
6. List of Reinsurers
7. Draft/copy of reinsurance agreement

Prepared by: Licensing Division
May 19, 2008