



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



## **ADMINISTRATIVE ADVISORY No. 2021-AA-016**

03 April 2021

In connection with Administrative Advisory No. 2021-AA-015 dated 26 March 2021, please be informed of the following service adjustments at the Administrative Division:

1. Acceptance of payments through walk-in transactions at the **CASHIER SECTION** shall resume on **Monday, 05 April 2021, from 9:00 AM to 2:00 PM only.**

To ensure safety of everyone concerned, the public is highly encouraged to use the LANDBANK ePayment System through the [Link.BizPortal](#) for payments of the following fees and charges:

- I. Agent's Computerized Examination (ACE) Fee
- II. Filing Fee – Annual Statement (AS)/Audited Financial Statements (AFS)
  - a. Filing Fee – HMO
  - b. Filing Fee – I RI Brokers
  - c. Filing Fee – Insurance
  - d. Filing Fee – MBA Micro-MBA
  - e. Filing Fee – Pre-Need
- III. Filing Fee – Product Approval
- IV. Penalty
  - a. Penalty – Late Filing
  - b. Penalty – Late Payment
- V. Supervision Fee

2. Operating hours at the **RECORDS SECTION** shall be from **9:00 AM to 12:00 NN only until Thursday, 08 April 2021.**

Said adjustments shall be continuously implemented unless otherwise earlier modified and/or superseded, or until such time that the number of skeleton workforce personnel of the Administrative Division is returned to normal.

Access to the [Insurance Commission Appointment Reservation \(ICare\) System](#) shall be available upon completion of system maintenance by 4:00 PM, 04 April 2021.

For inquiries and other concerns, we may be contacted at Telephone Number 85238461 local 116 (Cashier Section) and local 123 (Records Section), or through email at [amindivision@insurance.gov.ph](mailto:amindivision@insurance.gov.ph) and [tranqspejon2015@gmail.com](mailto:tranqspejon2015@gmail.com).

We apologize for any inconvenience caused and request your understanding as the health and safety of our personnel and clientele remains our foremost priority.

Thank you.

Handwritten signature of Revelyn R. Mojica.  
**REVELYN R. MOJICA**  
IC Division Manager  
Administrative Division