



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



Circular Letter No.:	2020-31
Date:	02 April 2020
Supersedes:	None

CIRCULAR LETTER

**TO : ALL HEALTH MAINTENCE ORGANIZATIONS (HMOs) DOING
BUSINES IN THE PHILIPPINES**

SUBJECT : SUBMISSION OF FINANCIAL REPORTORIAL REQUIREMENTS

WHEREAS, Section 2.1 of IC Circular Letter (CL) No. 2016-41 requires all Health Maintenance Organizations (HMOs) to submit their Audited Financial Statements (AFS), together with the supporting documents, on or before the 31st day of May of each year, while Sec. 2.2 requires the submission of the Interim Financial Statements and other requirements for each quarter on or before the following dates:

Quarter Ending	Due Date
March 31	April 15
June 30	July 15
September 30	October 15
December 31	January 15

WHEREAS, Sec. 2.3 of the same Circular states that failure to submit the necessary documents under Sec. 2.1 within the prescribed deadline shall cause the imposition of penalty of Five Thousand Pesos (₱5,000.00) per day of delay, while failure to submit items under Sec. 2.2 based on the respective deadlines shall be subjected to a basic fine of ₱5,000.00 and ₱500.00 for every calendar day of delayed submission;

WHEREAS, in line with Proclamation No. 922, s. 2020, declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease 2019 (Covid-19), the IC is cognizant that the Philippines is continuing to implement travel restrictions and intensive health screening measures at transport hubs, including airports, sea ports and border crossings, as well as necessity to implement temporary suspension of business operations, in order to contain the spread of Covid-19;

WHEREAS, these travel restrictions and/or temporary suspension of business operations pose specific challenges on the preparation of 2019 AS and/or 2019 AFS and other financial reportorial requirements.

WHEREAS, in line with the said proclamations, the Securities and Exchange Commission (SEC) issued SEC Memorandum Circular No. 5 (s. 2020) dated 12 March 2020 extending the deadline for the filing of the 2019 Annual Reports, including applicable Quarterly Reports for the year 2020 and 2019 AFS. On the other hand, the Bureau of Internal Revenue (BIR) issued Revenue Memorandum Circular No. 28-2020 dated 18 March 2020 extending the deadline for the filing of 2019 Annual Income Tax Returns (AITR) and payment of income tax due thereon, if any, from 15 April 2020 to 15 May 2020 without the imposition of penalties;

WHEREAS, the IC issued CL 2020-12, Guidelines Governing the Conduct of Business in the Insurance Commission During the Community Quarantine Period. Item 2 of the said Circular states that the submission of all regular reportorial requirements falling due within the Community Quarantine Period shall be extended for a period of thirty (30) days from due date;

NOW, THEREFORE, in view of all the foregoing and in accordance with the Insurance Commissioner's powers under Section 4 of Executive Order No. 192 series of 2015, the following guidelines on the submission of HMOs' financial reports are hereby promulgated:

1. Interim Financial Statements for quarter ending 31 March 2020 shall be accepted until 15 May 2020 without imposing any penalty; and
2. Audited Financial Statements (AFS), together with the supporting documents, for the year 2019 shall be accepted until 30 June 2020 without imposing any penalty.

This Circular shall take effect immediately.


DENNIS B. FUNA
Insurance Commissioner

