



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

Advisory No.:	MSS-2022- 001
Classification:	Management Support Services Advisory
Date:	04 January 2022

INSURANCE COMMISSION ADVISORY

TO : All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations, and other Insurance Commission Regulated Entities, and all Insurance Commission (IC) Personnel

SUBJECT : Services at the Cashier Section – Administrative Division

As part of strict agency measures to ensure the health and safety of its personnel and the public, please be informed that **services (*collections and disbursements*) at the Cashier Section – Administrative Division shall be temporarily unavailable effective Wednesday, 05 January 2022, until Friday, 07 January 2022.**

The public is 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 Fees
 - a. Approvals
 - b. Bond Forms
 - c. Facultative Placement Abroad
 - d. Reinsurance Treaties
- VI. Certification
 - a. Certification of Compliance (Judicial Bond)
 - b. Certification (Pursuant to RA 9184)
 - c. Certification (True Copy)

Said adjustments shall be continuously implemented unless otherwise earlier modified and/or superseded, or until such time that the number of personnel at the Cashier Section is returned to normal.

Those who have already confirmed their appointments with the Insurance Commission Appointment Reservation System (ICare) through <https://web.insurance.gov.ph/icare/login>, but are affected by the above-enumerated service adjustments (i.e., Payments), are advised to request another schedule.

For inquiries and other concerns, we may be contacted at Telephone Number 85238461 local 120, or through email at admindivision@insurance.gov.ph.

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

Thank you.


ATTY. ERICKSON H. BALMES
Deputy Insurance Commissioner
Management Support Services Group