**CHECKLIST OF SUPPORTING DOCUMENTS**

**OF HEALTH MAINTENANCE ORGANIZATIONS**

**For the year ended 31 December \_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***NAME OF HMO***

| **REMARKS (I, X, N/A)** |  | **DOCUMENT** | **FILE TYPE** |
| --- | --- | --- | --- |
|  | 1. | Current Year (CY) **Audited Financial Statements (AFS)** with comparative figures for Prior Year, signed by an External Auditor **accredited under Group A by the Insurance Commission**, and duly received by the Bureau of Internal Revenue (BIR)[[1]](#footnote-2)  **Notes:**   1. The Commission shall only accept AFS that have received either unqualified or qualified opinions. 2. In cases where a qualified opinion is issued, a **Management Letter** must be submitted which must include, but is not limited to, **a summary of the issues that led to the issuance of the qualified opinion, the company's justification, and the proposed course of action to address the noted issues**. | * PDF file **not locked against copying text**;   with/and scanned copy (PDF File) of the stamped received by BIR |
|  | 2. | Adjusted Trial Balance (ATB) **signed by the Chief Accountant**; | * Excel file; * With a PDF file of the scanned copy signed by the Chief Accountant |
|  | 3. | Reconciliation of figures/accounts in the ATB (with breakdown/groupings) to tally with the figures in the AFS | * Excel file |
|  | 4. | **Actuarial Valuation Report (AVR)** on all actuarial accounts, prepared by an IC-Accredited Actuary as prescribed by **CL Nos. 2020-22** and **2022-49**, which shall contain at least the following:   1. Scope of Report 2. Data Requirements 3. Valuation Methodologies and Assumptions 4. Analysis of Experience 5. Valuation Results and Discussion 6. Certification by the Actuary | * PDF file **not locked against copying text** and in accordance with the prescribed IC template ***(Annex B)*** |
|  | 5. | Latest **General Information Sheet** filed with Securities and Exchange Commission (SEC), ***if with changes or updates*** | * PDF file |
|  | 6. | **Seriatim Listing of In-force Plans** (Policy and Claims Data File) as of 31 December \_\_\_\_ | * Excel file in accordance with the prescribed IC template **(*Annex C*)** |
|  | 7. | **Detailed Schedules** | * Excel file in accordance with the prescribed IC template **(*Annex D*)** |
|  | 8. | **Joint Certification** that the described assets and liabilities appearing in the schedules and documents herein attached are outstanding as of 31 December 20XX, and such are complete, accurate and in the name of the company | * PDF file in accordance with the prescribed IC template **(*Annex E*)** |
|  | 9. | PFRS 17 Status Report | * Excel file in accordance with the prescribed IC template in **CL No. 2025-05** |

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| --- |
| ***General Reminders:***   1. *Filing Fee – ₱20,000.00 + 200 Legal Research Fee (1% x ₱20,000.00).* 2. *Penalty for Late Submission - ₱5,000.00/day of delay including weekend and Holidays.* 3. *To avoid penalty due to wrong data entry, the Company should completely and properly fill out the detailed schedules.* 4. *All figures should be rounded to two (“2”) decimal places and to avoid Reference Errors, no linking should be made outside each Microsoft Excel file.* 5. *The Commission is not precluded from requesting the following documents as part of the verification or examination process:* 6. *Latest Conglomerate Map;* 7. *Amended Articles of Incorporation, if with changes or updates;* 8. *Minutes of Meetings of the Board and Executive Committees, including copies of Board Resolutions made during the CY;* 9. *Request for Increase in Authorized Capital Stock duly received by SEC;* 10. *Board Resolution and Secretary’s Certificate on the Dividend Declarations;* 11. *All other documents that the Commission deemed necessary in the conduct of examination/verification.* |

**Submitted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation

**Received by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete**

**Incomplete**

**Remarks:**

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**APPENDIX: SUPPORTING DOCUMENTS OF ASSETS AND LIABILITIES**

| **Accounts** | **Supporting Documents** |
| --- | --- |
| 1. **Cash on Hand** | Certification of Custodian for Cash on Hand (Petty Cash Fund, Revolving Fund, etc.) |
| 1. **Cash in Banks** | 1. Bank Reconciliation Statements (Adjusted Balances Method) as of 31 December 20XX and 31 January 20XX, with Bank statements/passbooks of all current, savings, and time deposit accounts. 2. Schedule of Deposit in Transit accompanied by copies of official receipts and validated deposit slips |
| 1. **Cash Equivalents** | Certificate of Time Deposit and/or Bank Statement for all the Time Deposits, Money Market Placement, and Special Deposit Account |
| 1. **Deposit to Healthcare Providers** | Confirmation/certification from clinics/hospitals as of the end of CY |
| 1. **Due from ASO Accounts** | Supporting documents such as billings and/or confirmation/certification from clients |
| 1. **Other Receivables** | Documents to support the Other Receivable account (e.g. Advances to/Due from Stockholders, Officers, and Employees) such as board resolution, collateral, term of payments, etc.) |
| 1. **Investment in Financial Assets**   *(Debt Securities at Amortized Cost, Financial Assets at Fair Value Through Other Comprehensive Income, Financial Assets at Fair Value Through Profit or Loss)* | 1. **Debt Securities** 2. For PH-issued government securities – Bureau of Treasury (BTr) NROSS Portfolio Statement of Accounts as of the end of CY if lodged to BTr, or bond certificates or Portfolio holding statement issued by broker/bank/investment bank where acquired if not lodged to BTr 3. For Corporate/Foreign Debt Securities - Statement of Accounts as of year-end from Philippine Depository and Trust Corporation (PDTC) if scriptless, or bond certificates or Portfolio holding statement issued by broker/bank/investment bank where acquired if under custodianship 4. If sold and not included in the Statement – confirmation of purchase, passbooks/bank statement, official receipt, and bank-validated deposit slips 5. If matured and not included in the Statement – passbook/bank statement, bank-validated deposit slip and official receipt 6. If rolled over - rollover documents. 7. If under debt securities at amortized cost – provide amortization table for each investment in debt securities showing the periodic loan payments over time, breaking down each payment into principal and interest components with specific columns as of the end of CY 8. **Equity Securities** 9. If listed - Statement of Accounts as of end of CY from Philippine Depository and Trust Corporation (PDTC) under company’s name or under broker’s name with sub-account under company’s name or Share/Stock Certificate 10. If unlisted  * Share/Stock Certificate * Latest GIS of issuing company * Current year audited financial statement with unqualified opinion  1. If stock certificates are still unissued - confirmation of purchase, vouchers, and paid checks. 2. **IMA Accounts** 3. Complete set of Financial Statements/ Statement of Account 4. Signed Investment Management Agreement 5. **Mutual Funds, UITF, and Other Funds**   Certificate or Statement of Account issued by counterparty registered/authorized by its regulatory body. |
| 1. **Investment in Subsidiaries, Associates, and Joint Ventures** | 1. Share certificate issued by counterparty 2. GIS of issuing company 3. Current year audited financial statement with unqualified opinion |
| 1. **Real Estate Properties**   *(Property and Equipment – Land, Building, and Building Improvements and Investment Property)* | 1. Certificate of Title such as Transfer Certificate Title (TCT)/ Condominium certificate of Title (CCT) front and back portion 2. If newly acquired property, TCT not yet available - deed of sale, proof of payment (cancelled checks, official receipts, cash vouchers), and Certificate Authorizing Registration (CAR) 3. If title is with the Registry of Deeds - application for registration duly acknowledged by the Office of the Register of Deeds and the official receipt for filing fee 4. If foreclosed properties - court receipt; loan balance including capitalized interest and penalties 5. Latest appraisal report from a licensed real estate appraiser, **if any** 6. For real estate properties under Property & Equipment, IC approval of the appraisal |
| 1. **IT Equipment, Transportation Equipment, Office Furniture and Fixtures, and Medical Equipment** | 1. Sales invoice/ official receipts to support purchases made in the current year 2. For IT Equipment, contract for system development, **if any** |
| 1. **Pension Asset/Obligation** | Actuarial Valuation Report on Pension Asset/Obligation |
| 1. **Other Assets** | Supporting documents to substantiate the existence of the assets |
| 1. **Taxes Payable** | 1. BIR tax returns duly filed with the BIR, validated deposit slip, and/or eFPS Payment confirmation    1. BIR Form 1702Q and 1702RT    2. Quarterly and Annual VAT Returns    3. Expanded & Creditable Withholding Tax Returns, Documentary Stamp Tax, and Other Tax Returns 2. Letter of Assessment (LOA), proof of payments, and/or Final Assessment Notice**, if any**. 3. Termination Letter, BIR Form 0605, and BIR Payment Slip, **if any**. |

1. Online copy received by BIR will be accepted. [↑](#footnote-ref-2)