



Republic of the Philippines
Department of Health
BUREAU OF HEALTH FACILITIES AND SERVICES
Manila

**REQUIREMENTS FOR RENEWAL OF CLEARANCE TO OPERATE
HEALTH MAINTENANCE ORGANIZATION (HMO)**

1. A statement of HMOs financial reserves in liquid securities duly certified by the external auditor.
2. Submission of the following documents by May 15 of each year:
 - 2.1 Audited financial reports which shall include the balance data on active members, claims experience and other related information ;
 - 2.2 Operational Reports which shall include actuarially certified data on active members, claims experience and other information; and
 - 2.3 Any amendment/change in the documents submitted to the Department on initial application.

These documents must be duly certified by the external auditor or the actuary, as the case may be. These shall be kept by the Department and made available to the public upon request.

3. Renewal Fee:

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| 3.1 P10,000.00 | - | for stock corporation (investor-based) |
| 3.2 P 2,000.00 | - | for non-stock corporation or non-profit cooperative (community-based) |