



Application for registration as a private health insurer

Supporting documentation requirements

Form appreg002

To be read in conjunction with Division 126 of the
Private Health Insurance Act 2007

Related forms

appreg001 – application for registration as a private health insurer

- a) Summary Directors, Officers, Auditor and Appointed Actuary
 - i) Directors name, address and contact telephone
 - ii) Officers name, position in organisation, qualifications, address and contact telephone numbers
 - iii) Auditor's name, qualifications, address and contact telephone numbers
 - iv) Appointed Actuary's name, qualifications, address and contact telephone numbers
- b) Two copies of the instrument of incorporation of the organisation
- c) Two copies of the Constitution of the organisation
- d) Two copies of the rules of the organisation
- e) A statement setting out in general terms, in relation to each Director and other officers of the organisation responsible for the conduct of the affairs of the organisation (including each member of any Management Committee, or other similar body, of the organisation), particulars of any employment or other experience relevant to the conduct of the health insurance business
- f) If the organisation carried on business before the date of application and made a report to members in the 12 months before the date of application - a copy of the report
- g) Description of other business activities of the organisation
- h) The Business Plan for the establishment and conduct of the health benefits fund covering the period of the first 36 months of operation. The business plan should include the following elements (where not included elements should be separately addressed)
 - i) a statement setting out the assets and liabilities of the organisation at the proposed date of commencement of the operation of the organisation as a registered organisation
 - ii) a budget statement for the health benefits fund for each month of the period of the business plan, setting out in detail:
 - the projected income and expenditure for the health benefits fund
 - the projected assets and liabilities at the end of each month
 - the projected solvency and capital adequacy requirement at the end of each month
 - iii) the ratio that the projected amount of the management and administrative expenses in respect of the conduct of that fund bears to the estimated amount of contributions to that fund
 - iv) detail of any exemption from income tax pursuant to section 50-30 of the *Australian Income Tax Assessment Act, 1997*. Where the organisation is a For Profit company, the proposed dividend policy
 - v) the marketing plan detailing strategies and costs associated with the establishment and growth of the fund
 - vi) the estimated number of policy holders to the health benefits fund of the organisation at the end of each month
 - vii) detail of the contractual procedures and arrangements with hospital, medical and other service providers
 - viii) particulars of the tables or classes of benefits provided by the organisation and the contributions for, and the amount of, those benefits (by State/Territory where the fund intends to operate)
- i) A statement that the rules providing for the establishment of the tables or classes of benefits, and eligibility to join those tables or classes referred to in 1)h)iii) above are consistent with the *Private Health Insurance Act 2007*

- j) A statement, signed by the proposed Appointed Actuary, stating, in respect of the health benefits fund, that, having regard to the projected number of policy holders to the fund referred to in paragraph 1)h)vi) above, the particulars of the tables referred to at 1)h)viii) above and the marketing plan referred to at 1)h)v) above, the estimates set out or shown in relation to paragraphs 1)h)i), 1)h)ii) above and 1)h)iii) above are reasonable and consistent
- k) Information regarding the membership maintenance and claims payments systems intended to be used
 - (i) evidence, such as certification by an auditor, that those systems are capable of providing accurate information relevant to the preparation of statutory returns
 - (ii) a copy of the organisation's Risk Management Plan