

2016 AE: Dependent Documentation Requirements



Annual Enrollment Oct. 26 – Nov. 20

If you're making changes to your dependent coverage for 2016 to your company-provided HMO plan, you need to submit dependent documentation, **if**:

- • • You're adding a new dependent in 2016 that you did not cover in 2015

Providing this information is required. We need your dependents full name and birth date to help confirm eligibility and ensure they are covered accordingly. (Documentation isn't required for the Voluntary Dependent Plan.)

Submit all HMO-required dependent documentation by Nov. 20, 2015, via [ASK Now](#) or your new dependents will not have coverage for 2016.

To submit:

1. Go to [ASK Now](#).
2. Create a request using the following path: [Service Catalog](#) > [Human Capital](#) > [Philippines](#) > [Benefits - Company](#) > [HMO](#) > [Dependents Enrollment](#).
3. In the **additional comments** field:
 - type **AE 2016 Dependent Documentation**
 - if you are a new hire, type **New Hire Dependent Documentation**
4. Attach your documents. See the list below of required documentation for your dependents.

Required Documentation:

If you need to request copies of your documents from the National Statistics Office (**NSO**) or Local Civil Registrar (**LCR**), please do so as soon as possible to avoid a delay in coverage. Documents must be submitted by Nov. 20, 2015 for newly added dependents. Late submissions will not be accepted.

For Single Employees

If siblings will be enrolled

- • • Scanned copy of NSO/LCR birth certificate

For Single Parent Employees

If legal child/ren will be enrolled

- • • Scanned copy of NSO/LCR copy of birth certificate of child reflecting **NOT MARRIED** marital status under parent's information

If adopted child will be enrolled

- • • Scanned copy of NSO/LCR birth certificate **OR**
- Scanned copy of legal adopting papers capturing approval and legality (e.g. DSWD certification, NSO BC reflecting new surname)

For Solo Parent Employees

If legal child/ren will be enrolled

- • • NSO/LCR copy of birth certificate of child reflecting **MARRIED** marital status under parent's information
- • ***Solo parent ID (in case birth certificate of dependent to be enrolled indicates that parents are *married*) OR***
- ***Barangay Certification***

If adopted child will be enrolled

- • • Scanned copy of NSO/LCR birth certificate **OR**
- Scanned copy of legal adopting papers capturing approval and legality (e.g. DSWD certification, NSO BC reflecting new surname)

For Married Employees

If legal spouse will be enrolled

- • • Scanned copy of NSO/LCR marriage certificate

If legal child/ren will be enrolled

- • • Scanned copy of NSO/LCR copy of birth certificate

If adopted child will be enrolled

- • • Scanned copy of NSO/LCR birth certificate **OR**
- Scanned copy of legal adopting papers capturing approval and legality (e.g. DSWD certification, NSO BC reflecting new surname)