



# INSTRUCTION GUIDE

## Application form – Registration as a private health insurer

September 2015

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# Introduction

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This Instruction Guide provides general information on making an application for registration as a private health insurer using the approved *Application Form – Registration as a private health insurer (HRPHI form)*. It does not constitute legal advice.

For further information, visit APRA's website at [www.apra.gov.au](http://www.apra.gov.au) or contact 1300 55 88 49 or by email at [info@apra.gov.au](mailto:info@apra.gov.au).

## Who needs to hold a Registration as an Insurer?

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To undertake health insurance business in Australia an entity must be a constitutional corporation and be registered with APRA as a private health insurer.

An Applicant must apply using the approved application form. The form must be lodged at least 90 days before the date specified in the application as the day on which the Applicant proposes to become registered as a private health insurer.

Applicants should also be aware that APRA may request further information it considers necessary to assess the application under s. 13 of the PHIPS Act, within 90 days of lodgement of this form.

APRA's assessment will include discussions with relevant responsible persons and may also include on-site prudential reviews. Applicants need to consider the potential impact this may have on the length of time taken by APRA to assess the application for registration as an Insurer.

Additional guidance regarding the application of requirements to the Applicant is provided throughout this Instruction Guide.

## What is the application process?

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APRA's application process, as with its approach to supervision, is consultative and each Applicant is assigned a responsible supervisor who is the main contact for the entity on all APRA-related matters.

The approved HRPHI form is available on the APRA website. An Applicant will be able to submit a draft application by providing either hard copies or electronic versions to enable consultation with APRA prior to making an application for the purposes of s. 12 of the PHIPS Act.

While there is no legal obligation for APRA to comment on draft applications, APRA will endeavour to provide comments on draft applications as practicable.

Applicants are strongly encouraged to submit a draft application and discuss their proposals with APRA before making an application for the purposes of s. 12 of the PHIPS Act.

## How to lodge application

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Two copies of the final application, all required information and supporting documentation should be provided to APRA. Submission of the second copy in electronic format is encouraged.

Applications should be mailed to:

**Australian Prudential Regulation Authority**  
**GPO Box 9836**  
**in all capital cities** (except Hobart and Darwin)

## Overview of application process

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The application process involves the following steps:

- a) lodgement of an application in the approved form including relevant information as detailed in the registration instruction guide;
- b) APRA's review of the application;
- c) consultation between APRA and the Applicant to discuss the applicant's plans to carry on private health insurance business in Australia. These discussions will assist in clarifying the application and in identifying any matters which might adversely affect the application;
- d) there will normally be meetings with senior officers and other responsible persons of the Applicant, as well as on-site reviews by APRA.

Generally, the overall licensing process could take from three to 12 months. Timing will depend on the nature and complexity of the proposed arrangements, and the extent to which the Applicant can base its operations on an existing, well-established and sound business model (e.g. drawn from existing arrangements in another part of a corporate group).

Some common factors that can delay the authorisation process include:

- a) an initial application which contains incomplete or inadequate documentation;
- b) an Applicant being unable or unwilling to comply with APRA's requirements (for example, being unable to raise the required level of capital); and
- c) delays in responding to APRA's requirements and requests.

APRA encourages all prospective Applicants to contact it as early as possible during their planning process to discuss their intent (or likely intent) to apply for registration.

If APRA is of the view that it should decline an application for registration as a private health insurer, it will advise the Applicant of this view and the reasons for it. The Applicant will have the opportunity to show cause why the proposed decision should be reconsidered and this submission will be taken into account in APRA's final decision.

Registration takes effect from the time specified in the instrument of registration signed by the APRA Delegate under s. 15 of the PHIPS Act. APRA may impose conditions on the registration under s. 15(1) of the PHIPS Act. A copy of the instrument of registration will be provided to the Applicant.

All applicants registered to carry on private health insurance business will be listed on APRA's website in the list of registered private health insurers. Any conditions placed on the registration may also be published on the APRA website

## **Penalties for false information**

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An Applicant should note that giving false or misleading information is a serious offence (see s.136.1, s.137.1 and s.137.2 of the *Criminal Code Act 1995*). Where information is disclosed to APRA as part of this application, APRA may in turn disclose that information in any of the circumstances permitted by s.56 of the *Australian Prudential Regulation Authority Act 1998*.

# Guidance on completing the Registration as a Private Health Insurer form

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Guidance is provided on selected sections of the HRPHI form together with relevant commentary on selected items within these sections.

Lodgement of the HRPHI form and each document required by the form must be approved by the Board of the Applicant prior to lodgement with APRA.

## Part A – General information

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All questions in the HRPHI form must be completed

Part A of the HRPHI form requests general information about the Applicant, including:

- the Applicant's details;
- the Applicant's business details;
- details of other Government Agencies that have been or will be notified about this application (if any); and
- all responsible person details.

The 'Checklist for Part A' at the end of these instructions outlines all the sections in the part and provides a list of the supporting documentation that must be supplied separately with the application where the section is applicable to the Applicant.

## DRAFT registration as a private health insurer application

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The Applicant must select whether the application is to be treated as an application for the purposes of s. 12 of the PHIPS Act or it is intended only as a draft application.

Where the application is to be treated as an application for the purposes of s. 12 of the PHIPS Act, the Applicant must sign Part C in accordance with the requirements of the HRPHI form.

### A1 – Contact details

#### Contact person – primary & secondary

The contact persons must be available and have appropriate knowledge of the application to assist with any queries that APRA may have.

### A2 – Corporation details

The Applicant must be a constitutional corporation as defined in s. 12 of the PHIPS Act.

The Applicant must also advise any Trading Name(s) it proposes to use.

## Historical ASIC company search

Attach a copy of a historical ASIC company search result for the Applicant. The search must not be more than seven days old when the Applicant lodges the final application.

## Ownership

The Applicant must indicate if it is Australian or foreign owned.

## A.3 – Status of corporation

The Applicant must advise if it is seeking to be registered:

- as a 'for profit insurer'; and/or
- as a 'restricted access insurer' - details of any proposed restricted access group must be advised, including details on the basis for seeking such restriction.

The Applicant also needs to provide details on the proposed:

- date of registration as an Insurer, including details on the basis for this date;
- business structure and its organisational framework; and
- details on the jurisdiction(s) (i.e. State/s and Territory(s)) it proposes to operate in.

## A4 – Advice to other Government Agencies

If the Applicant has informed, or will inform, any other Government Agency of this application, this must be advised on the HRPHI form.

## A5 to A9 – Responsible person details

The following guidance covers all responsible persons under sections A5, A6, A7, A8 and A9 of the HRPHI form.

For the purposes of this application form, a 'responsible person' is:

- a) an 'officer' as defined in s. 4 of the PHIPS Act;
- b) the proposed Auditor of the Applicant; and
- c) the proposed Appointed Actuary of the Applicant.

Complete the relevant section for each responsible person occupying the position (i.e. including each director and senior manager of the Applicant)

### Position of director

Indicate what position the director occupies from the options below:

#### Executive director

A director who is a member of the Applicant's management and an employee of the Applicant.

Reference: HPS 001



<b>Non-executive director</b>	A director who is not an executive director and meets the independence criteria of HPS 510.
<b>Non-executive director and independent director</b>	A director who is not an executive director and meets the independence criteria of HPS 510.  Reference: HPS 001 and Attachment A HPS 510

### **Chairperson of the Board**

HPS 510 requires that the chairperson of the Board must be an independent director of the Insurer. Indicate whether the director is the Chairperson of the Board of the Applicant.

### **Main responsibilities**

Provide a brief description of the main responsibilities of the responsible person. Information could include responsibilities outlined in a position description, role statements or key performance indicators.

### **Nationality**

Attach documentation which demonstrates the nationality of the responsible person according to their birth certificate and/or current passport.

### **Australian residency**

HPS 510 requires that a majority of directors of an Insurer must ordinarily reside in Australia. The Application must also indicate whether identified senior managers ordinarily reside in Australia.

### **Directorships and shareholdings**

Indicate whether the responsible person holds any directorships and/or shareholdings in any other corporation. Where the responsible person has indicated they hold a directorship or shareholding, APRA expects further details to be provided with the application (e.g. a register of interests).

### **Fit and Proper considerations**

HPS 510 requires directors to have a range of skills, knowledge and experience to:

- a) understand collectively the risks to an Insurer;
- b) understand the Insurer's legal and prudential obligations;
- c) oversee effectively the management of the Insurer; and
- d) contribute effectively to the Board's deliberation and processes.

Attach a brief description for each director on how the Applicant has satisfied itself that the director will assist the Board to collectively meet these responsibilities.

The Applicant must also attach a brief description for each senior manager on how the Applicant has satisfied itself that the senior manager will meet their responsibilities in

performing their senior management responsibilities (as defined in HPS 001) for the Insurer's business.

HPS 510 also requires the Board Audit Committee to ensure the adequacy, expertise and independence of the external audit function. Attach a brief description on how the Applicant has satisfied itself the proposed Auditor meets these fit and proper obligations.

HPS 320 also requires an Appointed Actuary to comply with professional requirements and apply skill and diligence in carrying out the duties and exercising the powers of an Appointed Actuary. Attach a brief description on how the Applicant has satisfied itself the Appointed Actuary meets these fit and proper obligations.

### **Disqualified person status**

An Applicant must attach relevant documentation, such as a Federal Police Check (please select the APRA code on the police check form) and Bankruptcy check to demonstrate that each responsible person is not disqualified within the meaning of s. 119 of the PHIPS Act.

### **Auditor Independence**

Attach relevant documentation that confirms that the Applicant is satisfied the proposed Auditor meets the requirements of APES 110 Code of Ethics for Professional accountants.

HPS 510 requires the Board of an Insurer, to the extent practical, to undertake steps to satisfy itself that the proposed Auditor is independent of the Insurer. As part of the process of ascertaining the independence of the proposed Auditor, attach a declaration from the proposed Auditor that addresses the requirements listed in HPS 510.

### **Appointed Actuary eligibility statement**

Attach documentation which demonstrates the proposed Appointed Actuary meets the eligibility criteria outlined in HPS 320.

## **A10 – Other business**

Complete this section if the Applicant will carry on any business other than private health insurance business.

Provide a description of the type of the other business, including information regarding how it is managed within the Applicant's operations. The information provided should demonstrate the nature, size and complexity of the business.

## Part B – Supporting Documentation

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Part B requests documents to support the application and to demonstrate the Applicant's likely compliance with the prudential standards, APRA Rules, PHI Registration Rules, PHI Data Provision Rules, the FSCOD Act, the PHI Act and the PHIPS Act.

The information provided in this Instruction Guide is not intended to be a complete summary of all the relevant requirements set out in the private health insurance legislation and prudential standards. An Applicant is advised to refer to the relevant legislation, prudential standards, rules and prudential practice guides (where applicable) for further information.

While most questions are compulsory, the type of information provided by the Applicant to some questions will vary depending on the Applicant's particular business arrangements.

The 'Checklist for Part B' at the end of these instructions outlines all the sections in this part and provides a list of supporting documentation that must be supplied separately with the application under each section.

### B1 – Ownership and structure

#### B1.1 – Instrument of incorporation

Attach a copy of the Applicant's certificate of incorporation.

#### B1.2 – Constitution

Attach a copy of the Applicant's constitution.

#### B1.3 – Health benefit fund proposed rules

Attach a copy of the Rules for each proposed health benefit fund.

#### B1.4 – Statement – Rules comply with requirements of the PHIPS Act and the PHI Act

Attach a statement, signed by the Board, that the proposed health benefit fund rules comply with the requirements of the PHIPS Act and PHI Act.

#### B1.5 – Tax exemption statement

Provide details of any exemption from income tax pursuant to s. 50-30 of the *Australian Income Tax Assessment Act 1997*.

### B2 – Risk Management

#### B2.1 – Business plan

The business plan submitted must incorporate the:

- goals of the first three years of the establishment and conduct of each proposed health benefits fund;
- operation of the Applicant on a standalone basis; and

- Applicant and its corporate group. This should include subsidiaries that are or will be APRA regulated, and other businesses.

The business plan must also include, or have reference to other separate documentation covering:

### **Structure of business**

- a) an outline of the proposed activities and scale of operations;
- b) an estimate of total staff complement;
- c) intended means of product distribution;
- d) an outline and explanation of the contractual procedures and arrangements with hospital, medical and other service providers;

### **Marketing plan**

- e) a marketing plan detailing the strategies and costs associated with the establishment and growth of each proposed health benefits fund;

### **Financial Projections**

- f) an estimate of the number of policy holders and persons to each proposed health benefits fund of the Applicant at the end of each month;
- g) where the Applicant is applying as a for profit insurer, a copy of the proposed dividend policy;
- h) statement setting out the assets and liabilities of the Applicant at the proposed date of commencement of operations as an Insurer;
- i) detailed budget statement for each health benefits fund for each month of the period of the business plan, showing the projected:
  - i) income and expenditure for each proposed health benefits fund;
  - ii) assets and liabilities at the end of each month;
  - iii) solvency and capital adequacy requirement at the end of each month.
- j) 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 the contributions to that fund for each month of the business plan;
- k) particulars of the tables or classes of benefits provided by the Applicant and the contributions for, and amount of, those benefits (by State/Territory where each proposed health benefits fund intends to operate); and
- l) proposed premium changes for each of the first three years of operation.

APRA expects the Applicant's proposed Appointed Actuary to be involved in the development of this business plan.

## **B2.2 – Proposed Appointed Actuary statement**

An Applicant must attach a statement from the proposed Appointed Actuary, in respect of each proposed health benefit fund, that states the financial projections in the Applicant's:

- business plan;
- marketing plan;
- risk management plan; and
- capital management policy,

are reasonable and consistent.

## **B2.3 – Information management statement**

An Applicant must provide evidence that, from the commencement of operations, information and other systems (e.g. membership maintenance and claims payment) will be capable of producing all required statutory accounts and reporting forms in an accurate and timely manner, including information required by:

- a) APRA under the FSCOD Act reporting requirements;
- b) Department of Health under s. 172-10 of the PHI Act relating to the Hospital Casemix Protocol (HCP) data requirements of rule 5 of the PHI Data Provision Rules;
- c) the ATO under the notification requirements of subdivision 282-B of the PHI Act; and
- d) the Appointed Actuary.

This statement requires verification by the proposed Appointed Actuary and proposed Auditor.

## **B2.4 – Risk management plan**

An Applicant must attach a copy of its risk management plan, including all relevant risk management policies and procedures that demonstrate how the Applicant will identify, assess, monitor, reports on, mitigate and manage each material risk.

The Applicant must also attach role statements, and any other relevant documentation, that demonstrates the responsibilities of the identified risk management roles. The documentation must demonstrate the reporting lines in place with respect to the Applicant's risk management framework.

## **B2.5 – Business continuity procedures**

Provide details on the arrangements for business continuity management (e.g. business impact analysis and disaster recovery objectives/strategies) of the Applicant's business.

## **B2.6 – Conflicts management procedures**

Provide details of the arrangements/procedures in place to manage conflicts of interest within the risk management framework of the Applicant. The Applicant must attach relevant information which demonstrates the Applicant's designated roles for the oversight of conflicts management.

## **B3 – Solvency**

### **B3.1 – Liquidity management plan**

HPS 100 requires an Insurer to have a liquidity management plan approved by the Board of the Insurer, for each health benefit fund it conducts. An Applicant must attach a copy of this plan.

The liquidity management plan must be such that a health benefit fund complies on a continual basis with the solvency requirements under HPS 100, including minimum liquidity requirements and management action triggers to ensure compliance.

An Applicant must attach all relevant documents that demonstrate the liquidity management framework complies with the requirements of HPS 100.

## **B4 – Capital Adequacy**

### **B4.1 – Capital management policy**

HPS 110 requires an Insurer to have a capital management policy approved by the Board of the Insurer. An Applicant must attach a copy of this policy.

HPS 110 also requires an Insurer to demonstrate that the assets of each of its health benefits funds will be able to meet the liabilities of the fund after a 12 month period, allowing for the future business plans of the fund and adverse circumstances.

An Applicant must attach all relevant documents that demonstrate the capital management framework complies with the requirements of HPS 110.

## **B5 – Outsourcing**

### **B5.1 – Outsourcing policy**

HPS 231 requires an Insurer to have an outsourcing policy approved by the Board of the Insurer. An Applicant must attach a copy of this policy.

### **B5.2 – Outsourced material business activities**

A material business activity is defined in HPS 231. The Applicant must provide the name of the service provider for each material business activity that has been outsourced or is proposed to be outsourced by the Applicant. Include information regarding the role of the service provider and indicate whether the outsourced service provider is offshore or will conduct some of the business it will undertake for the Applicant offshore.

Attach a copy of the outsourcing agreement with the service provider, or a copy of the draft outsourcing agreement where an agreement has not yet been finalised. Provide an additional table where needed.

## **B6 – Disclosure to APRA**

### **B6.1 – Disclosure to APRA statement**

HPS 350 requires an Insurer to make certain disclosures to APRA. Applicants must attach a statement outlining the procedures in place to ensure the Applicant can meet the key requirements listed in HPS 350 to APRA in a timely manner.

## **B7 – Governance**

### **B7.1 – Board Audit Committee charter**

HPS 510 requires that the Board Audit Committee must establish and maintain policies and procedures under its charter articulating the functions, powers and responsibilities of this committee. Applicants must attach a copy of the Board Audit Committee's charter.

The Applicant must also provide details of all the Applicant's Board committees, including the relevant charter for that committee, and committee member names and positions.

### **B7.2 – Board renewal and performance assessment policy**

HPS 510 requires an Insurer to have a policy about Board renewal that addresses how the Board will renew membership to ensure that:

- a) it remains open to new ideas and independent thinking; and
- b) it complies with all the requirements of HPS 510; and
- c) consideration is given to the length of time a director has served on the Board, and whether this could affect his or her ability to perform his or her duties.

An Applicant must attach all relevant documents that demonstrate this.

### **B7.3 – Internal Audit**

#### ***Internal audit arrangements***

As part of internal control functions, HPS 510 requires an Insurer to have an independent and adequately resourced internal audit function.

An Applicant must attach documentation that clearly demonstrates the Applicant's internal audit arrangements, describing whether internal audit is undertaken in-house, or has been outsourced to a third party service provider. Where the internal audit arrangements are in-house, attach documentation that details the structure and resources in place for the internal audit function. This may include documents such as role statements, organisational charts demonstrating reporting lines and curriculum vitae's of internal audit staff, etc.

#### ***Internal audit – engagement letter***

Where an Applicant has outsourced the internal audit function to a third party service provider and the Applicant has engaged a proposed internal Auditor, the Applicant must attach a copy of the internal audit engagement letter.

## B8 – Additional Information

### B8.1– Prudential supervision by APRA

The Applicant must provide:

- a) A written undertaking by the Applicant to:
  - i) adhere to APRA’s prudential requirements at all times;
  - ii) consult and be guided by APRA on prudential matters, including in respect of significant new business initiatives; and
  - iii) provide APRA with any information which may be required for the prudential supervision of the Applicant.
- b) In respect of a foreign-owned Applicant, an acknowledgement by the Applicant that APRA may discuss the conduct of the Australian operations with its parent company and/ or its home supervisor(s).
- c) Evidence that arrangements have been established for each of the Applicant’s proposed Auditor and proposed Appointed Actuary (where applicable) to carry out their duties under the PHIPS Act and prudential standards.

### B8.2 -Additional matters

Applicants should attach any additional documentation they consider is relevant for consideration of the application.

If the Applicant considers that there are matters, not otherwise sought in the HRPFI form that it wishes APRA to take into account, it should attach documents addressing these matters. This item in the application is intended to give the Applicant the opportunity to address any other areas it believes may be relevant to its application.

This item is optional.

## Part C - Attestation

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Where the application is an application for the purposes of s. 12 of the PHIPS Act, the attestation in Part C must be completed by at least two directors of the Applicant.

**If the Applicant has indicated in Part A that it is a draft application, the Applicant is not required to sign the attestation at Part C.**



## Checklist Part A – Supporting documentation

Use the checklist below to ensure that all relevant supporting documentation is attached.

A2	Corporation details	Attached (Check box)
	Historical ASIC company search	<input type="checkbox"/>
A3	Status of corporation	
	Details of the business structure	<input type="checkbox"/>
A5	Responsible person details – Chief Executive Officer	
	Curriculum vitae	<input type="checkbox"/>
	Nationality	<input type="checkbox"/>
	Australian residency	<input type="checkbox"/>
	Directorships and shareholdings	<input type="checkbox"/>
	Fit and Proper considerations	<input type="checkbox"/>
	Disqualified person status	<input type="checkbox"/>
A6	Responsible person details – Directors	
	Curriculum vitae	<input type="checkbox"/>
	Nationality	<input type="checkbox"/>
	Australian residency	<input type="checkbox"/>
	Directorships and shareholdings	<input type="checkbox"/>
	Fit and Proper considerations	<input type="checkbox"/>
	Disqualified person status	<input type="checkbox"/>
A7	Responsible person details – Senior Manager	
	Curriculum vitae	<input type="checkbox"/>
	Nationality	<input type="checkbox"/>
	Australian residency	<input type="checkbox"/>
	Directorships and shareholdings	<input type="checkbox"/>
	Fit and Proper considerations	<input type="checkbox"/>
	Disqualified person status	<input type="checkbox"/>
A8	Responsible person details – Proposed Auditor	
	Auditor independence	<input type="checkbox"/>
	Fit and Proper considerations	<input type="checkbox"/>
	Proposed Auditor declaration	<input type="checkbox"/>
A9	Responsible person details – Proposed Appointed Actuary	
	Appointed Actuary eligibility statement	<input type="checkbox"/>
	Fit and proper considerations	<input type="checkbox"/>

## Checklist Part B – Supporting documentation

Use the checklist below to ensure that all relevant supporting documentation is attached.

B1	Ownership and structure	Attached (Check box)
B1.1	Instrument of incorporation	<input type="checkbox"/>
B1.2	Constitution	<input type="checkbox"/>
B1.3	Health benefit fund proposed rules	<input type="checkbox"/>
B1.4	Statement – Rules comply with PHIPS Act and PHI Act	<input type="checkbox"/>
B1.5	Tax exemption status	<input type="checkbox"/>
<b>B2</b>	<b>Risk Management</b>	
B2.1	Business plan	<input type="checkbox"/>
B2.2	Proposed Appointed Actuary statement	<input type="checkbox"/>
B2.3	Information management statement	<input type="checkbox"/>
B2.4	Risk management plan	<input type="checkbox"/>
B2.5	Business continuity procedures	<input type="checkbox"/>
B2.6	Conflicts management procedures	<input type="checkbox"/>
<b>B3</b>	<b>Solvency</b>	
B3.1	Liquidity management plan	<input type="checkbox"/>
<b>B4</b>	<b>Capital Adequacy</b>	
B4.1	Capital management policy	<input type="checkbox"/>
<b>B5</b>	<b>Outsourcing</b>	
B5.1	Outsourcing policy	<input type="checkbox"/>
B5.2	Outsourced material business activities	<input type="checkbox"/>
<b>B6</b>	<b>Disclosure to APRA</b>	
B6.1	Disclosure to APRA statement	<input type="checkbox"/>
<b>B7</b>	<b>Governance</b>	
B7.1	Board Audit Committee charter	<input type="checkbox"/>
B7.2	Board renewal and performance assessment policy	<input type="checkbox"/>
B7.3	Internal audit arrangements	<input type="checkbox"/>
<b>B8</b>	<b>Additional Information</b>	
B8.1	Prudential supervision by APRA	<input type="checkbox"/>
B8.2	Additional matters	<input type="checkbox"/>

## Glossary

<b>ABN</b>	Australian Business Number
<b>Applicant</b>	a private health Insurer registered under s. 15 of the <i>Private Health Insurance (Prudential Supervision) Act 2015</i> on or after 1 July 2015, or a private health Insurer registered under s. 126-20 of the <i>Private Health Insurance Act 2007</i> prior to 1 July 2015
<b>APRA</b>	Australian Prudential Regulation Authority
<b>APRA Rules</b>	<i>Private Health Insurance (Prudential Supervision) Rules 2015</i>
<b>ASIC</b>	Australian Securities and Investments Commission
<b>ATO</b>	Australian Taxation Office
<b>DoH</b>	Department of Health
<b>for profit insurer</b>	As defined in s.4 of the PHIPS Act
<b>FSCOD Act</b>	<i>Financial Sector (Collection of Data) Act 2001</i>
<b>HPS 001</b>	<i>Prudential Standard HPS 001 Definitions</i>
<b>HPS 100</b>	<i>Prudential Standard HPS 100 Solvency Standard</i>
<b>HPS 110</b>	<i>Prudential Standard HPS 110 Capital Adequacy</i>
<b>HPS 231</b>	<i>Prudential Standard HPS 231 Outsourcing</i>
<b>HPS 320</b>	<i>Prudential Standard HPS 320 Actuarial and Related Matters</i>
<b>HPS 350</b>	<i>Prudential Standard HPS 350 Disclosure to APRA</i>
<b>HPS 510</b>	<i>Prudential Standard HPS 510 Governance</i>
<b>HRPHI form</b>	Application for registration as a private health insurer form – the approved form, as required by s. 12(2) of the PHIPS Act
<b>Insurer</b>	a registered private health Insurer (see definition of Applicant)
<b>PHI Act</b>	<i>Private Health Insurance Act 2007</i>
<b>PHI Data Provision Rules</b>	<i>Private Health Insurance (Data Provision) Rules 2015</i>

<b>PHI Registration Rules</b>	<i>Private Health Insurance (Registration) Rules 2015</i>
<b>PHIPS Act</b>	<i>Private Health Insurance (Prudential Supervision) Act 2015</i>
<b>policy holder</b>	As defined in s. 4 of the PHIPS Act
<b>Prudential Standards</b>	those made under s. 92 of the PHIPS Act
<b>responsible person</b>	For the purposes of this form, a person who is an 'officer' as defined in s.4 of the PHIPS Act, the proposed Appointed Actuary or the proposed Appointed Auditor.
<b>restricted access insurer</b>	As defined in s. 4 of the PHIPS Act
<b>senior manager</b>	A person who has 'senior management responsibilities' as defined in HPS 001



 **APRA**