

ANNEX G

RULES ON RENEWAL APPLICATION FEES AND SURCHARGES

1. If the applicant fails to pay the corresponding renewal fee less the pre-assessment fee as prescribed in the Order of Payment within the validity of the License to Operate, the following shall apply:
 - a. Disapproval of renewal application;
 - b. Forfeiture of pre-assessment fee;
 - c. Apply for a new renewal application;
 - d. New renewal application shall pass through another pre-assessment process after payment of pre-assessment fee; and
 - e. First-in-first-out applies
2. If the validity of the LTO is less than ten (10) working days, the validity of the Order of Payment shall follow the remaining validity of the LTO. If the applicant fails to pay the corresponding renewal fee less the pre-assessment fee, the rule in number 1 above applies, but with addition of imposition of the corresponding surcharge.
3. If the date of issue of the Order of Payment falls within the expiry date of the license, the applicant shall pay within such day. Failure of which, the rule in number 2 above applies.
4. If the validity of the Order of Payment is within the surcharge period but within the first one (1) month expiration date, ten (10) percent of the renewal fee in addition to twice the amount of renewal fee as surcharge applies.
5. If the one (1) month surcharge period is less than ten (10) working days, the validity of the Order of Payment shall follow the remaining validity of the first month.

If the applicant fails to pay the corresponding renewal fee plus the surcharge, rule number 1 above applies, but with addition of imposition of twenty (20) percent of the renewal fee in addition to twice the amount of the renewal fee.

6. If the validity of the Order of Payment is within the surcharge period but within the second (2nd) month expiration date, twenty (20) percent of the renewal fee in addition to twice the amount of renewal fee as surcharge applies.

If the applicant fails to pay the corresponding renewal fee plus the surcharge, rule number 1 above applies, but with addition of imposition of thirty (30) percent of the renewal fee in addition to twice the amount of the renewal fee.

7. If the validity of the Order of Payment is within the surcharge period but within the third (3rd) month expiration date, thirty (30) percent of the renewal fee in addition to twice the amount of renewal fee as surcharge applies.

If the applicant fails to pay the corresponding renewal fee plus the surcharge, rule number 1 above applies, but with addition of imposition of forty (40) percent of the renewal fee in addition to twice the amount of the renewal fee.

8. If the validity of the Order of Payment is within the surcharge period but within the fourth (4th) month expiration date, forty (40) percent of the renewal fee in addition to twice the amount of renewal fee as surcharge applies.

If the applicant fails to pay the renewal fee plus the surcharges, the following rules shall apply:

- a. the application shall be considered expired;
- b. the initial pre-assessment fee shall be forfeited;
- c. the application shall undergo the initial filing, inspection, and evaluation procedure; and
- d. the application shall be subject to the total surcharge or penalty equivalent to twice the renewal fee plus forty percent of the renewal fee plus the amount of initial filing fee.