



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Circular Letter No.	: 2014- 05 14
Date	: <u>14</u> February 2014
Supersedes	: CL No. 2014-01 CL No. 3-2013

CIRCULAR LETTER

TO : ALL INSURANCE COMPANIES AUTHORIZED TO TRANSACT BUSINESS IN THE PHILIPPINES

SUBJECT : QUALIFYING INSURANCE AGENT'S EXAMINATIONS FOR YEAR 2014

The qualifying examinations for insurance agents for year 2014 shall be in accordance with the following guidelines:

I. Basic Requirements

Before the examination, the applicant or duly authorized representative of the insurance company shall present to the designated personnel of the Licensing Division, Insurance Commission, the following documents:

1. Duly accomplished application form and 1x1 ID picture (2 copies);
2. Original and one (1) photocopy of the certificate of training from the insurance company/association; and
3. Original copy of the certificate of good moral character from the insurance company, or in lieu thereof, a Barangay/NBI clearance.
4. Examination fee:
 - i. **Php500.00**, if qualifying examination is taken in Manila, IC Cebu District Office and IC Davao District Office
 - ii. **Php550.00**, if qualifying examination is taken in other places

Failure to take the examination on the scheduled date shall mean forfeiture of the examination fee paid.

During the examination, only black or blue sign pen/ballpen shall be allowed.

II. Examinations at the IC Head Office, Manila

1. The examinations shall be conducted from Tuesday to Friday, at 8:30 AM – 9:30 AM (1st Batch), and 10:00 AM – 11:00 AM (2nd Batch).
2. The applicant shall pay the examination fees at the IC Cashier's Office, 2nd Floor, IC Head Office, and shall present the corresponding Official Receipt to the designated personnel at the Licensing Division.
3. No applicant shall be allowed to take the same examination within the same day (retake).

III. Examinations at the IC Cebu and Davao District Offices

1. The examinations in the Cebu and Davao District Offices shall be conducted every Wednesdays, at 8:30 AM – 9:30 AM (1st Batch), and 10:00 AM – 11:00 AM (2nd Batch).
2. The requirements, Item I (1-3), shall be submitted to the concerned District Office at least five (5) days before the scheduled examination.
3. The examination fees shall be paid at the Cashier's Office, IC Head Office, Manila.
4. The transmittal letter, stating therein the names of the examinees and the corresponding Official Receipts issued, shall be presented to the designated personnel of the IC District Office prior to the conduct of the examination.

IV. Examinations at other designated places

1. The Schedule of Regular Insurance Agent's Examination is attached hereto as "Annex A".
2. The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
3. The minimum required number of examinees shall be **fifty (50)** for the *Regular Insurance Agent's Examination*, and **thirty (30)** for the *Special Insurance Agent's Examination*.
4. The examination fees shall be paid in advance at the Cashier's Office, IC Head Office, Manila.
5. The insurers' or agents' associations shall submit to the Licensing Division, Insurance Commission, the list of examinees and the corresponding Official Receipt Number issued for the payment of the examination fees **at least ten (10) working days before the scheduled date of examination**. Names not submitted in advance shall not be allowed to take the examination.

6. For insurers' or agents' associations/insurance company who do not have counterparts in Manila, payment of examination fees may be made through the designated deposit account of the Insurance Commission with the Landbank of the Philippines (LBP).

A copy of the deposit slip, together with the list of examinees, shall be submitted to the Licensing Division either through email (yl.llanes@insurance.gov.ph), fax, or courier service, **at least ten (10) working days before the scheduled date of examination.**

The corresponding Official Receipts shall be forwarded by the IC Cashier's Office to the concerned insurers' or agents' associations/insurance company upon verification/crediting of same in the designated deposit account.

7. Absence of notice from the concerned insurance association or insurance company shall mean that there are no examinees.

This Circular Letter takes effect immediately.



EMMANUEL F. DOOC
Insurance Commissioner

**Schedule of Regular Insurance Agent's Examination
for Year 2014**

ANNEX A

FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
(1)	(1) Baguio, Benguet	(5) San Fernando, Pampanga	(3) Lucena City, Quezon	(7) Tacloban City, Leyte	(5) 	(2) Tagbilaran City, Bohol	(6) Baguio City	(4)	(1)	(6) Tacloban City, Leyte
(8)	(8) San Fernando, La Union	(12) Puerto Princesa, Palawan	(10) Zamboanga City	(14) Naga, Camarines Sur	(12) Bacolod City, Negros Occidental	(9) 	(13) San Fernando, La Union	(11)	(8) Cagayan De Oro, Misamis Oriental	(13) Bacolod City, Negros Occidental
(15)	(15) Iloilo City, Iloilo	(19) Tuguegarao, Cagayan	(17) Legazpi, Albay	(21) Cagayan De Oro, Misamis Oriental	(19) 	(16) Ozamis City, Misamis Occidental	(20) Cagayan De Oro, Misamis Oriental	(18)	(15) Legazpi, Albay	(20)
(22)	(22) General Santos City	(26) Bacolod City, Negros Occidental	(24) Iloilo City, Iloilo	(28) General Santos City	(26) 	(23) Iloilo City, Iloilo	(27) General Santos City	(25)	(22) Iloilo City, Iloilo	(27)
	(29)		(31)			(30)			(29)	

Note: Numbers in parenthesis represent the date of the month.