



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

Circular Letter (CL) No:	2014 - 51
Date:	12 December 2014
Supersedes:	"Circular Letter No. 5/90"

**CIRCULAR LETTER**

**TO : All companies under the supervision and regulation of the Insurance Commission**

**SUBJECT : Monitoring of "Pigeon Holes" at the premises of the Insurance Commission**

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Pursuant to the third paragraph of Section 437 in relation to Section 437 (o) and (p) of Republic Act No. 10607, all companies under the supervision and regulation of the Insurance Commission ("*Commission*", for brevity) who have their company names in the pigeon holes installed at the premises of the Insurance Commission are hereby directed to regularly check their pigeon holes or **at least once a week**, between 8:00 am to 5:00 pm.

All companies affected must submit to the Records Division of the Commission located at the ground floor of the Insurance Commission building, 1071 United Nations Avenue, Manila the names of their liaison officer(s)/messenger(s)/personnel, etc. who are authorized to check the pigeon holes, together with photocopies of at least two (2) valid government I.D.s and their contact numbers not later than 05 January 2015.

Failure to comply by the affected companies to regularly check and/or pick up the mail matters in their pigeon holes for a period of three (3) weeks or more shall be subject to a fine of Php 1,000.00 per month *in addition to any other appropriate penalty that the Insurance Commissioner might impose*, in his discretion.

For strict compliance.

  
**EMMANUEL F. DOOC**  
Insurance Commissioner