



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

Circular Letter (CL) No:	2016-06
Date:	1 February 2016
Supersedes:	CL No. 2015-07 dated 18 February 2015

CIRCULAR LETTER

TO : REGULATED ENTITIES CONCERNED

**SUBJECT : QUALIFYING INSURANCE AGENTS' EXAMINATIONS
FOR YEAR 2016**

The qualifying examinations for insurance agents for year 2016 shall be in accordance with the following guidelines and attached schedule:

I. Basic Requirements

1. Before the examinations, the applicant or the duly authorized representative of the insurance company shall present to the designated personnel of the Licensing Division the following documents:
 - a. Duly accomplished application form and 1x1 ID pictures (2 copies)
 - b. Original and one (1) photocopy of the certificate of training from insurance company/association;
 - c. Original copy of the certificate of good moral character from the insurance company or in lieu thereof, Barangay/NBI clearance; and
 - d. Examination fee:
 - i. Php. 710.00 if qualifying examination is taken in Manila, IC Cebu District Office and IC Davao District Office.
 - ii. Php. 1,010.00 if qualifying examination is taken in places other than the aforementioned venue for examination.
2. Failure to take the examination on the scheduled date shall mean forfeiture of the examination fee paid.

3. Only blue or black sign pen/ballpen shall be allowed to be used during the examination.

II. Examinations at the Insurance Commission ("IC") Head Office in Manila

1. Examinations shall be conducted Tuesdays to Fridays, at 8:30 A.M- 9:30 AM for the first batch and 9:30 AM- 10:30 AM for the second batch.
2. The applicant shall pay the examination fee 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.

III. Examinations at the IC Cebu and Davao District Offices

1. Examinations in the aforesaid District Offices shall be conducted every Wednesdays at 08:30 A.M. - 09:30 A.M. (1st batch) and 10:00 A.M. - 11:00 A.M. (2nd batch).
2. The requirements, Item I (1-3) shall be submitted to the concerned District Office at least ten (10) days before the scheduled examinations.
3. Examination fees shall be paid at the IC Head Office in 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 examinations.

IV. Examinations at other designated places

1. The Schedule of Regular Insurance Agents' Examinations 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 forty (40) for the Regular Insurance Agents' Examinations, and twenty-five (25) for the Special Insurance Agents' Examinations.
4. Two (2) proctors will be assigned for examinations with at least One Hundred (100) examinees.
5. Examination fees for Regular Insurance Agents' Examinations shall be paid in advance to the Cashier's Office, IC Head Office Manila.

6. The insurers' and/or agents' associations shall submit to the Licensing Division the list of examinees and the corresponding Official Receipt Number issued for the payment of the examination at least ten (10) working days before the scheduled date of examinations. Names not submitted in advance shall not be allowed to take the examinations.
7. For examinations conducted in places other than the IC Head Office in Manila and IC District Offices in Cebu and Davao, the payment of the examination fee should be made at least ten (10) days before the scheduled examinations.
8. Absence of the notice from the concerned insurance association or insurance company shall mean that there are no examinees.

This Circular takes effect immediately.



EMMANUEL F. DOOC
Insurance Commissioner

Attachment: a/s

ANNEX "A"

**Schedule of Regular Insurance Agent's Examination
for the Year 2016**

February	March	April	May	June	July	August	September	October	November	December
	(5) Baguio City		(7) Dagupan City	(4) Tacloban City	(9) Vigan	(6) Tagbilaran City	(3) Baguio City	(1) Zamboanga City		(3) Tacloban City
(13) Dagupan City	(12) General Santos City	(16) Puerto Princesa City	(14) Zamboanga City	(11) Naga City	(16) Bacolod City		(10) Laoag City	(8) Tacloban City	(12) Cagayan de Oro City	(10) Iloilo City
(20) Baguio City	(19) Iloilo City	(23) Tuguegarao City	(21) Legaspi City	(18) Cagayan de Oro City	(23) Laoag City	(20) Ozamis City	(17) Cagayan de Oro City	(15) Tuguegarao City	(19) Naga City	(17) Cagayan de Oro City
(27) Cagayan de Oro		(30) Bacolod City	(28) Iloilo City	(25) General Santos City		(27) Iloilo City	(24) General Santos City	(22) Bacolod City	(26) Iloilo City	

** Numbers in parentheses represent the date of the month*