



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



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Amends	None

### CIRCULAR LETTER

**TO : ALL INSURANCE COMPANIES CONCERNED**

**SUBJECT : GUIDELINES ON THE CONDUCT OF INSURANCE AGENTS' QUALIFYING EXAMINATIONS THROUGH THE AGENTS' COMPUTERIZED EXAMINATIONS (ACE) SYSTEM**

#### I. PURPOSE

These Guidelines shall contain the terms and conditions governing the conduct of Insurance Agents' Qualifying Examinations through the Insurance Commission (IC) Agents' Computerized Examinations (ACE), covering Life, Variable Life and Non-Life Insurance.

#### II. COVERAGE

The applicability of these Guidelines shall be limited to insurance agents' examinations administered through the ACE which is a web-based software. None in these guidelines shall be intended to revise, amend, and/or otherwise repeal the existing guidelines on the Qualifying Insurance Agents' Examinations.

#### III. REGISTRATION

1. Conduct of the examinations through the ACE shall be limited to locations where its existing facilities have been authorized by IC to be accessible, including but not limited to, computer terminals, secured access to IC server, and the web-application.
2. Access to and use of the ACE shall be subject to the following terms and conditions: