



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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Circular No :	10 – 2006
Date :	February 03, 2006
Supersedes:	New

CIRCULAR LETTER

To : All Life Insurance Companies Doing Business in the Philippines

Subject: Implementation of the New Insurance Commission's Licensing System

Further to our Circular Letter dated 34-2005, please be informed that effective February 15, 2006, the Commission shall start an electronic way of processing your new and renewal agents' applications for license. In line with this, all life insurance companies are required to submit complete and accurate listings of active licensed agents as of January 31, 2006 in soft copy following the standard *initial loading template*.

Moreover, information pertaining to agents' license applications must be sent to this Office for processing through a specified spreadsheet format, also in soft copy (*application upload template*) along with the license application forms.

License information on approved agents' licenses and/or license applications covering the period February 1 – 14 (gap period from January 31, 2006 cut-off to system launch date) shall be provided in soft copy following the standard *initial loading template* no later than February 28, 2006.

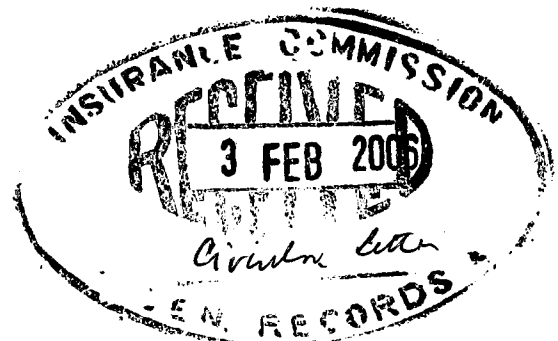
Non-submission of the requirements shall be a ground for non-processing of agents' application forms and a penalty of Ps 1,000.00 for each day of delay.

Attached to this circular are the following documents: Initial Upload Template, Application Upload Template and the Upload Files Guide/Documentation.

For strict compliance.


EVANGELINE CRISOSTOMO-ESCOBILLO
Insurance Commissioner

Cc: Hon. Margarito B. Teves
Secretary of Finance



Upload File Reminders

A. Initial Upload File (License Records Upload)

1. The upload file containing ACTIVE agents license record should be in MS Excel format. Extension name of the file should be ".xls".

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

<Insurance Company Name>_yyyymmddXX_Initial.xls

*where XX is a two digit unique batch number.
yyyymmdd is the file submission date*

E.g. SLOCP_2006011801_Initial.xls
PHILAMLF_2006020201_Initial.xls
GENERALI_2006020101_Initial.xls
INSULAR_2006020201_Initial.xls

IMPORTANT:

The Initial Upload File will also be used for the loading of agents' license information during the "gap period" (Please refer to IC circular). The standard naming convention should be:

<Insurance Company Name>_yyyymmddXX_Gap.xls

*where XX is a two digit unique batch number.
yyyymmdd is the file submission date*

E.g. SLOCP_2006022801_Gap.xls
PHILAMLF_2006022801_Gap.xls
GENERALI_2006022801_Gap.xls
INSULAR_2006022801_Gap.xls

2. Place COLUMN NAMES in Row 1 of the file. Ensure that COLUMN NAMES are exactly as indicated below. Upload files with column names other than those specified below WILL NOT BE uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	CLIENT_TYPE	Identifier whether agent is an Ordinary Agent (IN) or General Agents (CO)	Required field; Values allowed are "IN" or "CO" only
B	TIN	Tax Identification Number of Agents	Required field; Should be all numeric and nine (9) characters in length
C	COMPANY_NAME	General Agent's Company Name	Required field if the agent is of "CO" Client_Type
D	LAST_NAME	Last Name of Ordinary Agent or Soliciting Officer of General Agents	Required field;
E	FIRST_NAME	First Name of Ordinary Agent or	Required field

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
		Soliciting Officer of General Agents	
F	MIDDLE_NAME	Middle Name of Ordinary Agent or Soliciting Officer of General Agents	
G	RES_ADD_1	Residence Address Line 1	Required field for agents whose Client_Type is "IN"
H	RES_ADD_2	Residence Address Line 2	
I	RES_ADD_3	Residence Address Line 3	
J	RES_CITY	Residence Address City	
K	RES_PROV	Residence Address Province	
L	RES_ZIP	Residence Address ZIP Code	
M	BUS_ADD_1	Business Address Line 1	Required field for agents whose Client_Type is "CO"
N	BUS_ADD_2	Business Address Line 2	
O	BUS_ADD_3	Business Address Line 3	
P	BUS_CITY	Business Address City	
Q	BUS_PROV	Business Address Province	
R	BUS_ZIP	Business Address ZIP Code	
S	BIRTH_DATE	Date of birth of Ordinary Agent or Soliciting Officer of General Agents	Required field for agents whose Client_Type is "IN"; Should be in the format YYYY/MM/DD
T	BIRTH_PLACE	Place of birth of Ordinary Agent or Soliciting Officer of General Agents	
U	CITIZENSHIP	Citizenship of Ordinary Agent or Soliciting Officer of General Agents	
V	GENDER	Gender of Ordinary Agent or Soliciting Officer of General Agents	Required field for agents whose Client_Type is "IN"; Values allowed are "M" or "F" only for Ordinary Agents. For General Agents, "N/A" value or blank is allowed
W	CIVIL_STATUS	Civil Status of Ordinary Agent or Soliciting Officer of General Agents	
X	MAIDEN_NAME	Maiden Name of Ordinary Agent or Soliciting Officer of General Agents	
Y	SPOUSE_NAME	Spouse Name of Ordinary Agent or Soliciting Officer of General Agents	
Z	NATURALIZED_DATE	Date of Naturalization of <i>Naturalized</i> agents	Should be in the format YYYY/MM/DD
AA	NATURALIZED_PLACE	Place of Naturalization of <i>Naturalized</i> agents	
AB	ACR_NUMBER	ACR Registration Number for <i>Non-Filipino</i> agents	
AC	ACR_ISSUEDATE	ACR Registration Issue Date for <i>Non-Filipino</i> agents	Should be in the format YYYY/MM/DD
AD	ACR_PLACEISSUE	ACR Registration Place of Issue for <i>Non-Filipino</i> agents	
AE	LICENSE_TYPE	Type of insurance agent is	Required field; Values

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
		licensed for	allowed are "LIFE", "VARIABLE", "PA" only
AF	LICENSE #	License Number indicated on the License card of the agent	
AG	VALID FROM	Effective Date of the License	Required field; Should be in the format YYYY/MM/DD
AH	VALID TO	Expiry Date of the License	Required field; Should be in the format YYYY/MM/DD
AI	DATE_ISSUED	Initial Issue Date of the License	Required field; Should be in the format YYYY/MM/DD
AJ	CANCEL_DATE	Cancellation Date of the License	Should be in the format YYYY/MM/DD

3. In the event that an insurance company does not keep/store records of the 'Valid From' and 'Valid To' fields, they should indicate July 1, 2005 (2005/07/01) as the 'Valid From' field value and June 30, 2006 (2006/06/30) as the 'Valid To' field value.
4. In the event that agents have both Life and Variable licenses, they should be treated as separate records in the file. The field that would establish uniqueness aside from the TIN is the License Type field.
5. Ensure that all cells are in "Text" format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
6. Ensure that the column data specifications are met.
7. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

HEADER ROW - Identifies start of file and provides information on the total number of detail records, Batch date and Batch Number of the upload file, and Insurance Company; Should have at minimum 18 characters and a maximum of 25 characters in length.

Character No.	Description
1	"H"; Fixed value
2 - 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7 should be 000525 • If total number of records is 3120, characters 2 to 7 should be 0003120
8 - 15	Batch Date; Date when the file is submitted to IC for processing, in the format YYYYMMDD
16 - 17	Batch Number; Two-digit batch number to be assigned as preferred by the Insurance Company. The batch number will be useful for multiple files submitted within the same day by the same Insurance Company. Values could be 00 to 99.
18 - 25	Short name of Insurance Company; Preferred short name to

Character No.	Description
	identify the Insurance Company, minimum of 1 character and maximum of 8. All succeeding upload files submitted should contain the same Short name.

8. Ensure that there is a **TRAILER** row after all the detail records.

TRAILER ROW - Identifies end of file and provides information on the total number of detail records for counterchecking with the Header Row.

Character No.	Description
1	"T"; Fixed value
2 - 7	Total Number of Detail Records; Preceded by zeroes if total number of records does not reach 6 digits. This should match the Total Number of Records found in the Header Row. E.g. <ul style="list-style-type: none"> • If total number of records is 525, characters 2 to 7 should be 000525 • If total number of records is 3120, characters 2 to 7 should be 0003120

9. Ensure that unused cells of the file submitted are cleared of any contents.
- Any cell under columns A to AJ without a value should be left blank. Do not place "N/A", "-", or " " (spaces).
 - Columns *AK onwards* should be clear.
10. If any of the above-mentioned requirements are not met, the entire license records contained in the file shall not be uploaded.

B. Applications Upload File (New and Renewal License Applications)

1. The upload file containing agents' application for license records should be in MS Excel format. Extension name of the file should be ".xls".

It is suggested that upload files be named in such a way that the Insurance Company who submitted the file is easily identified.

<Company Name>_yyyymmddXX.xls

*where XX is the unique batch number
yyyymmdd is the file submission date*

*E.g. SLOCP_2006011801.xls,
PHILAMLF_2006020210.xls
GENERALI_2006020102.xls
INSULAR_2006020105.xls*

2. Place **COLUMN NAMES** in Row 1 of the file. Ensure that **COLUMN NAMES** are exactly as indicated below. Upload files with column names other than those specified below WILL NOT BE uploaded.

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
A	CLIENT_TYPE	Identifier whether agent is an Ordinary Agent (IN) or General Agents (CO)	Required field; Values allowed are "IN" or "CO" only
B	TIN	Tax Identification Number of Agents	Required field; Should be all numeric and nine (9) characters in length
C	COMPANY_NAME	General Agent's Company Name	Required field if the agent is of "CO" Client_Type
D	LAST_NAME	Last Name of Ordinary Agent or Soliciting Officer of General Agents	Required field;
E	FIRST_NAME	First Name of Ordinary Agent or Soliciting Officer of General Agents	Required field
F	MIDDLE_NAME	Middle Name of Ordinary Agent or Soliciting Officer of General Agents	
G	RES_ADD_1	Residence Address Line 1	Required field for agents whose Client_Type is "IN"
H	RES_ADD_2	Residence Address Line 2	
I	RES_ADD_3	Residence Address Line 3	
J	RES_CITY	Residence Address City	
K	RES_PROV	Residence Address Province	
L	RES_ZIP	Residence Address ZIP Code	
M	BUS_ADD_1	Business Address Line 1	Required field for agents whose Client_Type is "CO"
N	BUS_ADD_2	Business Address Line 2	
O	BUS_ADD_3	Business Address Line 3	
P	BUS_CITY	Business Address City	
Q	BUS_PROV	Business Address Province	

COLUMN	COLUMN NAME	DESCRIPTION	SPECIFICATION
R	BUS_ZIP	Business Address ZIP Code	
S	BIRTH_DATE	Date of birth of Ordinary Agent or Soliciting Officer of General Agents	Required field for agents whose Client_Type is "IN"; Should be in the format YYYY/MM/DD
T	BIRTH_PLACE	Place of birth of Ordinary Agent or Soliciting Officer of General Agents	
U	CITIZENSHIP	Citizenship of Ordinary Agent or Soliciting Officer of General Agents	
V	GENDER	Gender of Ordinary Agent or Soliciting Officer of General Agents	Required field for agents whose Client_Type is "IN"; Values allowed are "M" or "F" only for Ordinary Agents. For General Agents, "N/A" value or blank is allowed
W	CIVIL_STATUS	Civil Status of Ordinary Agent or Soliciting Officer of General Agents	
X	MAIDEN_NAME	Maiden Name of Ordinary Agent or Soliciting Officer of General Agents	
Y	SPOUSE_NAME	Spouse Name of Ordinary Agent or Soliciting Officer of General Agents	
Z	NATURALIZED_DATE	Date of Naturalization of <i>Naturalized</i> agents	Should be in the format YYYY/MM/DD
AA	NATURALIZED_PLACE	Place of Naturalization of <i>Naturalized</i> agents	
AB	ACR_NUMBER	ACR Registration Number for <i>Non-Filipino</i> agents	
AC	ACR_ISSUEDATE	ACR Registration Issue Date for <i>Non-Filipino</i> agents	Should be in the format YYYY/MM/DD
AD	ACR_PLACEISSUE	ACR Registration Place of Issue for <i>Non-Filipino</i> agents	
AE	LICENSE_TYPE	Type of insurance agent is licensed for	Required field; Values allowed are "LIFE", "VARIABLE", "PA" only
AF	APPLICATION_TYPE	License Application Type (Either New License Application or Renewal of License Application)	Required field; Values allowed are "N" for New Application, "R" for Renewal Application only

3. In the event that agents have both Life and Variable license applications, they should be treated as separate records in the file. The field that would establish uniqueness aside from the TIN is the License Type field
4. Ensure that all cells are in "text" format. (E.g. Date fields should be in text format as follows: YYYY/MM/DD)
5. Ensure that the column data specifications are met.

6. Ensure that there is a **HEADER** row after the Column Names, i.e. Header Row should be in Row 2.

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 - Columns AK onwards should be clear.

9. If any of the above-mentioned requirements are not met, the entire license application records contained in the file shall not be uploaded.