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Department of Finance
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CIRCULAR LETTER

**TO : ALL LIFE AND NON-LIFE INSURANCE COMPANIES
DOING BUSINESS IN THE PHILIPPINES**

**SUBJECT : SUBMISSION OF NEGATIVE LIST OF AGENTS,
OFFICERS AND EMPLOYEES**

The reports required under Circular Letters No. 17-2006 and No. 21-2006, shall, henceforth be submitted within the first fifteen (15) days following the end of every quarter. However, a company may still submit the names of agents, officers and/or employees to be included in the negative list of the company at any time before the deadline if there is a need to do so. The reports must specify the violations committed and/or be accompanied by supporting documents.

Prompt submission of the reports is enjoined to avoid penalty.

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EDUARDO T. MALINIS
Insurance Commissioner

