



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



Circular Letter (CL) No:	2018-16
Date:	06 March 2018
Supersedes:	CL No. 2017-16 dated 10 March 2017

CIRCULAR LETTER

TO : **REGULATED ENTITIES CONCERNED**

SUBJECT : **GUIDELINES IN THE CONDUCT OF OFF-SITE REGULAR AND SPECIAL QUALIFYING INSURANCE AGENTS' EXAMINATIONS FOR THE CALENDAR YEAR 2018**

This Guidelines shall govern the conduct of all regular and special qualifying insurance agents' examinations to be held outside the main office and district offices of the Insurance Commission ("IC").

A. Definition

1. **Regular-** qualifying insurance agents' examination administered on-site using the IC accredited Agents' Computerized Examination System or off-site in accordance with the schedule attached herein as Annex "A"
2. **Special-** qualifying insurance agents' examination scheduled and administered off-site by the IC upon the request of the insurance company.

B. Regular Agents' Examination:

1. The conduct of off-site regular insurance agents' examination shall be administered in accordance with the schedule attached herein as Annex "A". All concerned regulated entities shall be notified by this Commission in the event of cancellation or rescheduling of the regular examination.