



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



Circular Letter (CL) No:	2021 - 01
Date:	07 January 2021
Supersedes:	CL No. 2019-20 dated 24 May 2019

## CIRCULAR LETTER

**TO : ALL REGULATED ENTITIES CONCERNED**

**SUBJECT : GUIDELINES IN THE CONDUCT OF OFF-SITE SPECIAL QUALIFYING INSURANCE AGENTS' EXAMINATIONS**

---

This Guidelines shall govern the conduct of Special Qualifying Insurance Agents' Examinations to be held outside the main office of the Insurance Commission ("IC").

### **A. Requests for Special Agents' Examinations**

1. *Submission of Requests.* All requests for the conduct of a Special Insurance Agents' Examinations shall be submitted to the Licensing Division via electronic mail thru [agentsexam@insurance.gov.ph](mailto:agentsexam@insurance.gov.ph).
2. *Contents of Request.* The letter request shall include the following:
  - a. Address of the designated testing site which shall not be limited to the requesting company's branch premises or training area, and may be any venue that can accommodate the registered number of examinees; and
  - b. Complete and exclusive list of examinees and the type/s of examinations to be taken.

Incomplete requests shall not be acted upon. Individuals whose names not submitted in advance shall not be allowed to take the examinations.

3. *Payment and Amount of Examination Fee.* Once the request is acknowledged by the Licensing Division, it shall issue a corresponding Order of Payment to the requesting regulated entity for settlement of the examination fees to be paid at the Cashier Section of the IC Head Office within three (3) days from issuance of Order of Payment.