

**DOCUMENTS REQUIRED TO BE SUBMITTED WITH
APPLICATION FOR CERTIFICATION OF AUTHORITY**

I. ORDINARY AGENT

A. Natural Person

No Previous License

1. Income Tax Return/Receipt (ITR)
2. Certificate showing that applicant has successfully completed an academic course or training program in the kind of kinds of insurance contemplated in the license applied for
3. ACR and ICR or SRR Visa, if applicant is an alien
4. If a minor, a statement from the company to the effect that parent or guardian of applicant has, for and in behalf of said minor, signed the contract of agency and that the company holds itself responsible for all acts of the minor agent
5. DTI Certificate of Registration, if any

With Previous License

1. Privilege Tax Receipt (PTR) and ITR for the preceding year
2. Permission/clearance from other insurance companies

B. Juridical Person (Corporation and Partnership)

1. SEC Certificate of Registration
2. Articles of Incorporation/Partnership and By-Laws
3. ITR
4. ITR of Soliciting Official
5. Resolution of the Boards of directors or appointment papers of the Soliciting Official of the corporation/partnership

II. GENERAL AGENT

In addition to the above requirements:

1. Special Power of Attorney
 2. General Agency Agreement
- Minimum paid-up capital of P250,000.00 pursuant to Insurance Memorandum Circular No. 1-2004 dated 12 January 2004
 - Two (2) documentary stamps to be affixed to the application and to the Certificate of Authority
 - Fees:

Ordinary Agent	-	₱ 300.00
General Agent	-	₱ 5,000.00