



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



ADVISORY

April 18, 2017

This refers to the concerns raised by insurance companies regarding the Enhanced Licensing System (ELS), particularly on the difficulty in uploading documentary requirements upon the advice of IT Division, this is due to lack of disk space.

Pending the procurement of additional hard drive and in lieu of uploading requirements to ELS, insurance companies shall submit softcopies of all documentary requirements through Universal Serial Bus (USB) or any portable storage device to Licensing Division starting April 19, 2017, Thursday. All documentary requirements shall be saved as one file in Portable Document Format (PDF) and file size must not exceed 5MB.

The procedure for the registration of applicant and request for the issuance of Order of Payment shall be through the ELS.

For further inquiry, you may contact us through telephone number 523-8461 to 70 loc. 111 or 130 or email your concerns through licensing@insurance.gov.ph.

This advisory shall be effective until further notice.

Please be guided accordingly.

Thank you.


ATTY. JOANNE FRANCES D.C. CASTRO
Officer-in-Charge
Licensing Division