



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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CIRCULAR LETTER

To : **ALL INSURANCE COMPANIES AUTHORIZED TO
TRANSACT BUSINESS IN THE PHILIPPINES**

Subject : QUALIFYING EXAMINATIONS FOR INSURANCE AGENTS FOR
THE YEAR 2013.

The qualifying examinations for insurance agents for the year 2013 shall be in accordance with the following guidelines and attached schedule:

- I. Requirements
 - A. The applicant or representative of the insurance company shall present to the assigned Insurance Commission personnel before the examination the following documents :
 1. Duly accomplished application form and 1x 1 ID pictures (2 copies)
 2. Certificate of training from the insurance company/association
 3. Certificate of good moral character from the insurance company or in lieu thereof barangay /NBI clearance
 4. Examination fees:
 - Ps 500 if taken in Manila, Cebu and Davao IC offices
 - Ps 550 if venue is outside IC offices
 5. The applicant shall use a black or blue sign pen or ballpen
- II. Examinations at the IC Head Office in Manila.
 - A. Examinations shall be conducted every Tuesday to Friday at 8:30 – 9:30 A.M first batch and 9:30AM – 10:30 AM 2nd batch.
 - B. The applicant shall not be allowed to retake the examination within the same day.
- III. Examinations at the IC Cebu and Davao District Offices.
 - A. Examinations in the aforesaid District Offices shall be conducted every Wednesday. The requirements shall be submitted to the concerned District Office at least five (5) days before the examination.
 - B. The examination fees shall be paid at the IC Head Office in Manila.
- IV. Special Examinations outside IC offices
 - A. The IC shall be informed of the number of examinees two (2) weeks before the date of the examination. Absence of the notice shall mean that there is no examinee. The examination shall be conducted provided the number of applicants is at least fifteen (15).

- B. The examinations shall be coordinated with the insurers' or agents' associations in their respective localities.
- C. The concerned insurance association or requesting insurance company shall submit the names of the examinees at least three (3) days before the date of examination in writing or through fax or e-mail. Names not submitted in advance may not be allowed to take the examination.
- D. Checking of examination papers shall be done at the IC Head Office in Manila.

This Circular takes effect immediately.



EMMANUEL F. DOOC
Insurance Commissioner

Schedule of Insurance Agents' Examination for the Year 2013

February	March	April	May	June	July	August	September	October	November	December
	Baguio (2)	Dagupan (6)	Lucena (4)	Tuguegarao (8)	Dagupan (6)	San Pablo (3)	Laoag (7)	CDO (5)	Dagupan (9)	Laoag (7)
	Legaspi (2)	La Union (6)	Laoag (4)	Iloilo (8)	Dumaguete (6)	Cagayan de (3)	Batangas City (7)	Olongapo (5)		Dagupan (7)
	CDO (9)	Iloilo (15)	Zamboanga (11)	Cagayan de (15)	Bacolod (13)	Iloilo (10)	Tagbilaran (7)	Ozamis (12)	Cagayan de Oro (9)	Gen San (7)
	Gen San (15)	Batangas (20)	Naga (11)	Batangas (15)	Legaspi (13)	Naga (10)	Iloilo (14)	Laoag (12)	Palawan (9)	Baguio (14)
Bacolod (16)	Pampanga (15)	Naga City (15)	Ozamis (18)	Bacolod (22)	Baguio (20)	Santiago (10)	Bacolod (14)	Gen San (19)	Bacolod (16)	Pampanga (14)
Tacloban (23)	La Union (23)	Tacloban (20)	Roxas (18)	Lipa (22)	Cabanatuan (20)	Vigan (24)	Palawan (21)		Zamboanga (16)	
Iloilo (23)	Lucena (23)	Santiago (27)		Lucena (22)				Iloilo (25)		
			Cauayan (25)		Zamboanga (27)	La Union (24)	San Pablo (28)	Tuguegarao (25)	Dumaguete (23)	

*Numbers in parenthesis represent the date of the month