



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
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CIRCULAR LETTER

TO : **ALL INSURANCE COMPANIES AUTHORIZED TO
TRANSACTION BUSINESS IN THE PHILIPPINES**

SUBJECT : **QUALIFYING INSURANCE AGENT'S EXAMINATIONS
FOR YEAR 2014**

The qualifying examinations for insurance agents for year 2014 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 (IC) personnel before the examination the following documents:

1. Duly accomplished application form and 1x1 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
₱ 500 if to be taken in Manila, Cebu, Davao IC offices
₱ 550 in other places
5. Applicant shall use a black or blue sign pen/ballpen.

II. Examinations at the IC Head Office in Manila

- A. Examinations shall be conducted from Tuesday to Friday, at 8:30 A.M- 9:30 AM first batch and 9:30 AM- 10:30 AM second batch.
- B. An applicant shall not be allowed to retake the exam 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 scheduled examination.
- B. Examination fees shall be paid at the IC Head Office in Manila.

IV. 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 are no examinees. The examination shall be conducted provided the number of applicants is at least twenty (20) for Special Insurance Agent's Examination and at least thirty (30) for Regular Insurance Agent's Examination.
- 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. Examination fees for Regular Insurance Agent's Examination shall be paid in advance.
- E. Attached herewith is the Schedule of Regular Insurance Agent's Examinations for Year 2014.

This Circular takes effect immediately.


EMMANUEL F. DOOC
Insurance Commissioner

Attachment : a/s

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Schedule of Regular Insurance Agent's Examination for the Year 2014

February	March	April	May	June	July	August	September	October	November	December
	Baguio (1)		Baguio (3)	Tuguegarao (7)	Dagupan (5)	Cagayan de Oro(2)	Laoag (6)	Cagayan de oro (4)		Baguio (6)
Bacolod (8)		Dagupan (5)		Bacolod (14)				Ozamis (11)	Dagupan (8)	
	Legaspi (8)	Laoag (12)	Batangas (10)		Iloilo (5)		San Pablo (13)		Cagayan de Oro(15)	Dagupan (13)
	Cagayan do Oro(15)			Cagayan de Oro (14)		Bacolod (9)		General Santos(11)		
Iloilo (15)	General Santos (22)	Iloilo (12)		Lucena (28)	Naga (12)		Lucena (20)		Bacolod (22)	Pampanga (13)
		Naga (26)	Legaspi (17)			Santiago (16)		Tuguegarao (18)		
Naga (22)	La Union (29)	Santiago (26)		Vigan (28)	Baguio (12)		Palawan (27)		Dumaguete (29)	
	Lucena (29)		Cagayan de Oro(24)		Zamboanga (19)	La Union (23)		Laoag (25)		

*Numbers in parenthesis represent the date of the month