



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

Circular Letter (CL) No.:	2014-20
Date:	15 May 2014
Supersedes	CL No. 24-95

CIRCULAR LETTER

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

**SUBJECT : Financial Assistance Program for Officers, Employees and
for Sales Associates under Contractual Relationship**

In addition to the assets enumerated in Section 202 of the Amended Insurance Code (RA 10607), the following shall qualify as admitted assets:

1. Car loans/lease-purchase plans for officers, employees and sales associates subject to a maximum availment per borrower;
2. Financial assistance/emergency loans to officers, employees and sales associates;
3. Loans to officers, employees and sales associates for the purchase of computers and office equipment, secured by chattel mortgage over such equipment; and
4. Salary loans up to a maximum of six (6) months salary.

The abovementioned are subject to the following terms and conditions:

- (a) The benefits shall be under a written employee benefit programs/sales associates benefit programs duly approved by the Board of Directors and copy furnished the Insurance Commission. Sales Associates shall include licensed agents;
- (b) The loans shall be adequately documented as to the assignments of cars and/or other benefits;
- (c) The loans shall be paid regularly under the terms and conditions of such loans;

- (d) The aggregate amount of these loans shall not exceed six per centum (6%) of the net worth of the company as shown in its latest approved synopsis; and
- (e) These shall be considered surplus investment.



EMMANUEL F. DOOC
Insurance Commissioner