



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

Circular Letter (CL) No.:	2015-12
Date:	18 March 2015
Supplements:	IMC No. 3-93 dated 28 June 1993

**CIRCULAR LETTER**

**TO : ALL INSURANCE COMPANIES, INSURANCE AGENTS AND  
GENERAL AGENTS DOING OR INTENDING TO DO  
BUSINESS IN THE PHILIPPINES**

**SUBJECT : DIRECTING THE PROPER IDENTIFICATION OF INSURANCE  
AGENTS FOR THE BENEFIT OF THE PUBLIC**

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It has been noted that the non-inclusion by some insurance agents and general agents of the descriptive word “**insurance agency**” or “**insurance agents**” in their business/corporate name has caused or may cause confusion among the insuring public.

Hence, in order for an application for issuance or renewal of an insurance agent's license be granted by this Commission, all insurance agents and general agents doing or intending to do business in the Philippines are hereby directed to:

- a) include the phrase “**insurance agency**”, “**insurance general agency**”, or “**insurance agents**” in their business/corporate name upon registration with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI); OR
- b) place the phrase “**Authorized by the Insurance Commission to act as an Insurance Agent**” (or “**General Agent**” as the case may be) beside or below the corporate/company name to appear in all letterheads, official documents, communications, papers, company signages, and other similar materials. Such phrase need not be indicated in their SEC or DTI registration papers

Those already licensed to act as agents shall comply with this Circular not later than six (6) months from effectivity of this Circular. The applicant may decide which of the two options above it chooses to comply with.

Non-compliance shall subject the violator to a fine of **Ten Thousand Pesos** (P10,000.00).

This Circular Letter shall take effect immediately.

For your information and guidance.



**EMMANUEL F. DOOC**  
Insurance Commissioner