



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



Circular Letter (CL) No:	2017-16
Date:	10 March 2017
Supersedes:	CL No. 2016-06 dated 1 February 2016

CIRCULAR LETTER

TO : **INSURANCE COMPANIES CONCERNED**

SUBJECT : **QUALIFYING INSURANCE AGENTS' EXAMINATIONS FOR YEAR 2017**

The qualifying examinations for insurance agents for year 2017 shall be in accordance with the following guidelines and attached schedule:

I. Basic Requirements

1. Before the examinations, the applicant or the duly authorized representative of the insurance company shall present to the designated personnel of the Licensing Division the following documents:
 - a. Duly accomplished application form and 1x1 ID pictures (2 copies)
 - b. Original and one (1) photocopy of the certificate of training from insurance company/association;
 - c. Original copy of the certificate of good moral character from the insurance company; and
 - d. Examination fee
2. Failure to take the examination on the scheduled date shall mean forfeiture of the examination fee paid.
3. Only blue or black sign pen/ballpen shall be allowed to be used during the examination.

II. Examinations at the Insurance Commission ("IC") Head Office in Manila

1. Examinations shall be conducted every Tuesdays to Fridays, at 8:30AM – 9:30AM for the first batch and 9:30AM – 10:30AM for the second batch.

2. The applicants shall pay the examination fee at the IC Cashier's Office, 2nd Floor, IC Head Office, and shall present the corresponding Official Receipt to the designated personnel at the Licensing Division.
3. This schedule shall be followed until the Circular Letter on the guidelines for the Agents' Computerized Examination (ACE) is approved and issued.

III. Examinations at the IC Cebu and Davao District Offices

1. Examinations in the aforesaid District Offices shall be conducted every Wednesdays at 8:30AM – 9:30AM for the first batch and 10:00AM – 11:00AM for the second batch.
2. The requirements, per Item I-1 (a – c) of this Circular, shall be submitted to the concerned District Office at least ten (10) days before the scheduled examinations.
3. Examination fees shall be paid at the IC Head Office Manila.
4. The transmittal letter stating therein the names of the examinees and the corresponding Official Receipts issued, shall be presented to the designated personnel of the IC District Office prior to the conduct of the examinations.

IV. Examinations at other designated places

1. The Schedule of Regular Insurance Agents' Examinations is attached hereto as "Annex A".
2. The examinations shall be coordinated with the insurer's or agents' associations in their respective localities.
3. The minimum required number of examinees shall be forty (40) for the Regular Insurance Agents' Examinations, and twenty (25) for the Special Insurance Agents' Examinations, unless the company submits a formal request lower than the required minimum number.
4. Two (2) proctors will be assigned for examinations with at least One Hundred (100) examinees.
5. Examination fees shall be paid in advance to the Cashier's Office, IC Head Office Manila.
6. The insurers' and/or agents' associations shall submit to the Licensing Division the list of examinees and the corresponding Official Receipt Number issued for the payment of the examination at least five (5) working days before the scheduled date of examinations. Names not submitted in advance shall not be allowed to take the examinations.

7. For examinations conducted in places other than the IC Head Office in Manila and IC District Offices in Cebu and Davao, the payment of the examination fee should be made at least ten (10) days before the scheduled examinations.
8. Absence of the notice from the concerned insurance association or insurance company shall mean that there are no examinees.

This Circular shall take effect immediately.



DENNIS B. FUNA
Insurance Commissioner

Attachments: As stated.

"ANNEX A"

Schedule of Regular Insurance Agents' Examination									
For the Year 2017									
MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
	1 <i>Baguio</i>	6 <i>CDO</i>	3 <i>Vigan</i>	1 <i>CDO</i>	5 <i>Gen San</i>	9 <i>Baguio</i>	7 <i>Zamboanga</i>	4 <i>CDO</i>	2 <i>Iloilo</i>
	8 <i>Palawan</i>	13 <i>Zamboanga</i>	10 <i>Bacolod</i>	8 <i>Ozamis</i>		16 <i>Bacolod</i>	14 <i>Legaspi</i>	11 <i>Bacolod</i>	9 <i>CDO</i>
		20 <i>Legaspi</i>	17 <i>Laoag</i>	15 <i>Palawan</i>	19 <i>Iloilo</i>	23 <i>Tacloban</i>	21 <i>Tuguegarao</i>	18 <i>Iloilo</i>	16 <i>Gen San</i>
	22 <i>Tuguegarao</i>	27 <i>Iloilo</i>		22 <i>Tagbilaran</i>	26 <i>CDO</i>		28 <i>Gen San</i>	25 <i>Tacloban</i>	
25 <i>Naga</i>	29 <i>Bacolod</i>		24 <i>Baguio</i>	29 <i>Iloilo</i>		30 <i>Santiago</i>			