



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



Circular Letter (CL) No.	2018-40
Date	30 July 2018
Amends/Supplements	Sections 2.1, 2.5, 2.7 and 2.9 of Circular Letter (CL) No. 2017-12 and CL No. 2018-34

CIRCULAR LETTER

TO : ALL INSURANCE COMPANIES CONCERNED
SUBJECT : AMENDMENT TO CIRCULAR LETTER NO. 2017-12 RE: COMPANY ACCOUNT REGISTRATION FORM, EXAMINATION BATCH (SCHEDULE), AND RETAKE MECHANISM

In connection with the issuance of Circular Letter (CL) No. 2018-34 dated 14 June 2018 (Payment for Qualifying Insurance Agents' Examinations through the ACE system), the following provisions of CL No. 2017-12 dated 07 March 2017 (Guidelines on the Conduct of Insurance Agents' Qualifying Examinations through the Agents' Computerized Examinations (ACE) System) are hereby amended to read as follows:

- **Section 2.1**

“2.1 **Company Account.** Primary access login credentials/information for the ACE shall be issued by IC to a company upon submission of the following documents to the IC, through the Licensing Division, to wit:

2.1.1 **Company Account Registration Form (Annex A: ACE Form1)** which must be signed by the duly authorized company officer, complete with the following information:

About the Company

- Name of company
- Complete official address
- Zip code
- Official telephone number/s
- Fax number/s
- Official company email address for ACE