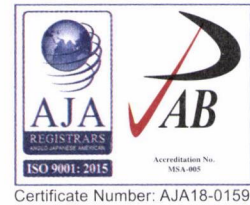




Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



Circular Letter (CL) No.:	2019-61
Date:	30 October 2019
Amends:	IC CL No. 2017-57

## CIRCULAR LETTER

**TO : ALL REGULATED ENTITIES OF THE INSURANCE COMMISSION**

**SUBJECT : AMENDMENTS ON THE GUIDELINES ON GROUP INSURANCE OF BOTH LIFE AND NON-LIFE INSURANCE COMPANIES**

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Pursuant to the authority of the Insurance Commissioner under Section 437 of the Amended Insurance Code (Republic Act No. 10607), **Section 6.4 of Circular Letter No. 2017-57** dated 12 December 2017 otherwise known as “*Guidelines on Group Insurance of Both Life and Non-life Insurance Companies*” is hereby amended to read as follows:

***The statement, proof of cover, confirmation or certificate shall contain the following information:***

- a. The full corporate name, address and contact details of the insurer;***
- b. The name of the policyholder;***
- c. The name of the insured member;***
- d. Master policy number;***
- e. The document number;***
- f. The period of insurance for the member insured;***
- g. A certifying language or statement of coverage;***
- h. Benefits and amount of coverage provided in the policy;***
- i. Reporting period provided in the group policy;***
- j. A statement regarding the availability of the group policy for inspection, reading or copying; and***
- k. For group life insurance, the beneficiary, claims notice clause and claims procedure.***

***Details as to the premium must be provided in the Master Policy as required under Section 51 of R.A. No. 10607 otherwise known as the Amended Insurance Code.***

Except as amended and supplemented hereby, all other provisions of Circular Letter No. 2017-57 shall remain effective, the unamended provisions of the said Circular and the amendments thereto shall be read and construed as a single Circular Letter.

This Circular Letter shall take effect immediately.



**DENNIS B. FUNA**  
Insurance Commissioner

