



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

Advisory No.:	<b>MSS-2022- 004</b>
Classification:	<b>Management Support Services Advisory</b>
Date:	<b>10 January 2022</b>

### **INSURANCE COMMISSION ADVISORY**

**TO : All Insurance/Reinsurance Companies, Insurance and Reinsurance Brokers, Mutual Benefit Associations, Trusts for Charitable Uses, Pre-Need Companies, Health Maintenance Organizations and other Insurance Commission Regulated Entities**

**SUBJECT : Temporary Closure and Alternative Work Arrangement at the IC Head Office, Manila on 10-11 January 2022**

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To mitigate the further transmission of COVID-19 among Insurance Commission (IC) personnel assigned at the IC Head Office in Manila and to provide sufficient time to conduct extensive sanitation and disinfection of its premises and complete the contract tracing activities, please be advised that the **IC Head Office at United Nations Avenue, Manila shall be temporarily closed effective 1:00 PM today, 10 January 2022 to 11 January 2022.**

**Personnel shall continuously render services on work-from-home arrangement.** Concerned divisions/units may be contacted through their respective Division Managers/Officers-in-Charge via email, as published in the IC Directory of Officials (<https://www.insurance.gov.ph/IC-Directory-Officials>).

Moreover, the public is encouraged to use the LANDBANK ePayment System through the [Link.BizPortal](#) for payments of the following fees and charges:

- I. Agent's Computerized Examination (ACE) Fee
- II. Filing Fee – Annual Statement (AS)/Audited Financial Statements (AFS)
  - a. Filing Fee – HMO
  - b. Filing Fee – I RI Brokers
  - c. Filing Fee – Insurance
  - d. Filing Fee – MBA Micro-MBA
  - e. Filing Fee – Pre-Need
- III. Filing Fee – Product Approval
- IV. Penalty
  - a. Penalty – Late Filing
  - b. Penalty – Late Payment
- V. Supervision Fees
  - a. Approvals
  - b. Bond Forms
  - c. Facultative Placement Abroad
  - d. Reinsurance Treaties
- VI. Certification

- a. Certification of Compliance (Judicial Bond)
- b. Certification (Pursuant to RA 9184)
- c. Certification (True Copy)

Those who have already confirmed their appointments with the Insurance Commission Appointment Reservation System (ICare) through <https://web.insurance.gov.ph/icare/login>, but are affected by said service adjustments are advised to request another schedule.

On-site operations shall resume on **Wednesday, 12 January 2022**.

We seek your understanding for any inconveniences caused as we remain steadfast in ensuring the health and safety of our personnel and clientele.

Please be guided accordingly.

  
Digitally signed by:  
Erickson H. Balmes  
10 Jan 2022 12:45pm  
**ATTY. ERICKSON H. BALMES**  
Deputy Insurance Commissioner  
Management Support Services Group