



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



# **ADVISORY**

This refers to the implementation of IC Circular Letter No. 2017-12, entitled “Guidelines on the Conduct of Insurance Agents’ Qualifying Examinations through the Agents’ Computerized Examinations (ACE) System,” dated 07 March 2017.

To accommodate the request of the industry, the Commission shall be implementing an “examination transition program” wherein the Licensing Division will conduct a random written examination once a week. The examinees shall be notified of the type of examination to be conducted only during the examination period.

The procedure for the registration/enrollment of examinees by the registered company administrator, whether written or computerized, shall be through the ACE system.

The examination fee shall be Php1,010.00, for both types of examination.

For further inquiry, you may email your concerns through [ic.ace@insurance.gov.ph](mailto:ic.ace@insurance.gov.ph); 523-8461 to 70 loc. 107.

Please be guided accordingly.

Thank you.

  
**DOROTHY M. CALIMAG**  
Deputy Insurance Commissioner  
Management Support Services Group