



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



Circular Letter (CL) No.:	2020-42
Date:	16 April 2020
Supersedes:	NONE

CIRCULAR LETTER

TO : ALL LIFE AND NON-LIFE INSURANCE COMPANIES, THEIR AGENTS, AND THE GENERAL PUBLIC

SUBJECT : WAIVER OF NOTARIZATION REQUIREMENT AND USE OF ELECTRONIC SIGNATURE ON APPLICATIONS FOR ISSUANCE OF INSURANCE AGENT'S LICENSE DURING THE ENHANCED COMMUNITY QUARANTINE (ECQ)

WHEREAS, beginning 01 February 2016, the submission and processing applications for issuance of new or renewal of insurance agent's license are done using the Enhanced Licensing System (ELS);

WHEREAS, one of the documentary requirements required to be submitted and uploaded in the ELS is a copy of the duly notarized and accomplished application form signed by the applicant and duly authorized representative of the company sought to be represented by such applicant;

WHEREAS, on 16 March 2020, Proclamation No. 929 was issued by the President of the Republic of the Philippines imposing an Enhanced Community Quarantine throughout Luzon beginning 12 midnight 12 April 2020, unless earlier lifted or extended as circumstance may warrant;

WHEREAS, in a Memorandum dated 07 April 2020 from Executive Secretary Salvador C. Medialdea, the ECQ over the entire Luzon was extended until 11:59 p.m. of 30 April 2020;

WHEREAS, due to the stringent social distancing measures limiting the mobility of individuals and closure of establishments, applicants and insurance companies find it difficult, if not impossible, to find a notary public and to physically sign the application form to be submitted through the ELS;

NOW, THEREFORE, in view of all the foregoing and in accordance with the undersigned's powers under Section 437 of the Insurance Code of the Philippines, as

amended by Republic Act No. 10607, the following rules are hereby adopted and promulgated, to wit:

1. **Waiver of Notarization Requirement**– The notarization requirement for an application for issuance of insurance agent’s license submitted for registration through the ELS is hereby waived during the Enhanced Community Quarantine period.
2. **Use of Electronic Signature**- Applicants and the duly authorized representative of an insurance company may sign the application for issuance of insurance agent’s license using electronic signature.
3. **Resubmission of Application**- Within ten (10) working days from the lifting of the ECQ, insurance companies are required to resubmit the said applications with the notarization requirement and the handwritten (wet ink) signature of all signatories.
4. **Effectivity.** – This Circular Letter shall take effect immediately.



DENNIS B. FUNA
Insurance Commissioner

