



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



ADVISORY

30 September 2020

Please be informed that starting 01 October 2020, the Insurance Commission will start accepting applications for renewal of insurance agent's licenses with validity until 31 December 2020.

In this regard, insurance companies are reminded to submit, through the Enhanced Licensing System (ELS), the following documentary requirements:

1. Duly accomplished and notarized application form for renewal of Insurance Agent's License accompanied by a Documentary Stamp Tax; and
2. List of Names of Agents (arranged alphabetically by surname), with corresponding amount of commissions earned for three (3) licensing years, signed by an authorized company representative using the form herein attached as **Annex "A"**.

Pending registered applications for new license which are due for renewal this year are directed to complete registration and upload documentary requirements **not later than 26 October 2020**.

For your guidance and compliance.

Thank you.


ATTY. JOANNE FRANCES D.C. CASTRO
Division Manager
Licensing Division

LIST OF AGENTS

	Name of Agent	Type of License	Amount of commissions earned			Total Amount
			2018	2019	2020	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
...						

 AUTHORIZED COMPANY REPRESENTATIVE
 (Signature over Printed Name)

 Date