



Circular Letter (CL) No:	2022-33
Date:	11 July 2022
Supersedes:	CL No. 2021-01 dated 07 January 2021 and CL 2021-08 dated 16 February 2021

CIRCULAR LETTER

TO : ALL REGULATED ENTITIES CONCERNED

SUBJECT : GUIDELINES IN THE CONDUCT OF 2022 OFF-SITE SPECIAL QUALIFYING INSURANCE AGENTS' EXAMINATIONS

The following guidelines shall govern the conduct of Face-to-Face Special Qualifying Insurance Agents' Examinations outside the Main Office and District Offices of the Insurance Commission ("IC").

A. Request for Special Agents' Examination

1. *Submission of Request.* All requests for the conduct of a Special Insurance Agents' Examination shall be submitted to the Licensing Division via electronic mail thru agentsexam@insurance.gov.ph ten (10) working days prior to the requested date of examination.
2. *Contents of Request.* The letter request shall include the following:
 - a. Complete address of the designated testing site, which shall not be limited to the requesting company's branch premises or training area and may be any venue that can accommodate the registered number of examinees; and
 - b. Complete and exclusive list of examinees and the type/s of examination to be taken.

Incomplete requests shall not be acted upon.

3. *Payment and Amount of Examination Fee.* Once the request is acknowledged by the Licensing Division, it shall issue a corresponding Order of Payment to

the requesting regulated entity for settlement of the examination fees to be paid at the Cashier Section of the IC Head Office within three (3) days from issuance of Order of Payment.

The amount of One Thousand and Ten Pesos (Php 1,010.00) per examinee and for each type of examination shall be collected as examination fee pursuant to IC Circular Letter No. 2014-15 dated 15 May 2014.

A copy of the Official Receipt shall be submitted to the Licensing Division within the same date of issuance.

A confirmation notice shall be sent to the requesting regulated entity by the Licensing Division.

4. *Number of Examinees and Proctors.* The minimum number of examinees shall be fifty (50) per batch. There shall be one (1) proctor for each examination and additional proctor may be assigned if the total numbers of examinees reach at least one hundred (100).
5. *Venue and Schedule of Examination.* Examinations within Metro Manila and other provinces shall be conducted on Saturdays until further notice.

It shall be the duty of the requesting company to inform the examinee of the date, venue and time of examinations as approved by the Insurance Commission.

B. Basic Requirements for Examinees

1. All examinees must present to the proctor a valid government-issued identification card with photo and vaccination card before the start of the scheduled examination.
2. Failure to take the examinations on the scheduled date shall mean forfeiture of the examination fee.
3. In accomplishing the Answer Sheet, only pens with black or blue ink shall be allowed.
4. The examinees are requested to wear smart casual when taking the qualifying insurance agents' examinations.
5. Individuals whose names are not submitted in advance shall not be allowed to take the examination.