



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



Advisory No:	RS-2025-006
Classification:	Regulatory and Supervisory Advisory
Date:	21 March 2025

INSURANCE COMMISSION ADVISORY

TO : ALL INSURANCE COMMISSION REGULATED ENTITIES

SUBJECT : ONLINE TRAINING ON SUBMISSION OF NEGATIVE LIST OF OFFICERS AND EMPLOYEES THROUGH THE AMLCG DIVISION ONLINE SUBMISSION PORTAL AND CONSOLIDATION OF IC ONLINE UPLOADING SYSTEM

This Commission issued Circular Letter (CL) Nos. 2020-90 and 2022-07 requiring all Insurance Companies, Mutual Benefit Associations (MBAs), Trusts for Charitable Uses, Insurance and Reinsurance Brokers, other Insurance Intermediaries, Health Maintenance Organizations (HMOs), and Pre-Need Companies to submit quarterly reports on the Negative List of Officers and Employees (NLOE) on or before the 15th day of the month following the end of every quarter , **through the Insurance Commission (IC) Anti-Money Laundering and Corporate Governance (AMLCG) Division Online Submission Portal.**

However, records of this Commission show that certain companies fail to comply with the guidelines and appropriate format of the report as prescribed in the aforementioned Circular Letters.

To address these issues and in preparation for the **deadline of submission of the Report on NLOE for the 1st Quarter of CY 2025 on 15 April 2025**, the AMLCG Division, together with the Information Systems Division, will conduct a two-hour online refresher training course on the online submission of quarterly reports through the AMLCG Division Online Portal on 28 March 2025 at two (2) time slots, 10:00 AM to 12:00 NN and 2:00 PM to 4:00 PM.

The training will also cover the proposed consolidation of the IC Online Uploading System which aims to merge eleven (11) individual sub-systems into a single cloud hosted platform. To ensure the smooth transition to the proposed consolidated uploading system and to ensure the security of IC system through strict access management, this Commission requires all ICREs to register anew their company's representative/s authorized to upload the reportorial requirements to the Online Portal by filling out the attached registration form to be submitted through the

AMLCG Division's official email address corpgovunit@insurance.gov.ph on or before 28 March 2025.

A separate email invitation containing full details of the online refresher training will be sent to the company's respective email address/es.

All ICREs are enjoined to send at least one (1) company representative to attend the said training.

For your strict compliance.


REYNALDO A. REGALADO
Insurance Commissioner





IC Online Submission Systems (Authorized User Account Enrollment Form)

I. Type of Request:

- ☐ New User Account
☐ Deactivate Account
☐ Reactivate Account

II. Authorized User Details

First Name	
Last Name	
Company Email Address	
Which IC Divisions are you assigned to submit requirements using the Online Submission System?	<i>(Please indicate if Non-Life Division, Rating Division, etc.)</i>
Signature over printed name	

CONFORME:

The above-enumerated details is the duly authorized action officer / personnel in relation to transactions with the Insurance Commission (IC) on matters pertaining to the IC Online Submission Systems. **It is my responsibility to immediately inform IC, by filing the necessary information, on eventuality of any change and/or modification covering this form, including amendment/s to any of the information.**

*Printed Name and Signature of Authorized Immediate Supervisor, or Manager.
(please indicate your position below the line):*
