

## REQUIREMENT IN THE ESTABLISHMENT OF A BRANCH, GENERAL AGENCY, EXTENSION, SERVICE OFFICE, OF AN INSURANCE COMPANY

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### I

#### Requirements in the Organization and Establishment

Before any branch, extension, general agency, and/or service office may be organized and established in the Philippines or elsewhere, approval of this Commission must be secured first.

Foreign insurance companies doing business in the Philippines are likewise covered by this requirement except in cases where their respective home offices establish branches, agencies, and/or other offices outside the Philippines.

In the case of branch, extension, general agency, and/or service office established within the Philippines, a power of attorney executed by the insurance company concerned authorizing the branch, extension, general agency, service office, or the Manager or Officer-in-Charge thereof to receive notices, summons and legal processes for and in behalf of the insurance company concerned in connection with any action or other legal proceedings against said insurance company, shall be submitted to this Commission immediately upon the approval of the establishment of such branch, extension, general agency and/or service office.

In case of a branch, extension general agency, and/or service office already established, the power of attorney required shall be submitted not later than April 30, 1990.

Insurance companies concerned shall immediately advise this Commission of any change of address of any of such branch, extension, general agency and/or service office, provided that if no such advice is made, notices, summons or processes of any kind sent to the last given address of such branch, extension, general agency and/or service office shall be sufficient service and deemed as if served on the insurance company itself.

### II

#### Employment of Non-Life Company Underwriter in Branch, Extension, General Agency, and/or Service Office of Non-Life Insurance Companies

In addition to the requirement of Circular No. 68, dated November 2, 1966 and April 19, 1977, of this Commission that every non-life insurance company must employ a Non-Life Company Underwriter, duly registered with this Commission, for each line of risks, such as fire, marine, casualty, and surety it writes, it is furthermore required that each of the branch, extension, general agency and/or service office, must likewise employ such Non-Life Company Underwriter, also duly registered with this Commission, for each line of risks such branch, extension, general agency, or service office is authorized to write and issue insurance policies or bonds by the insurance company concerned.

### III

#### Data Submission

For purposes of updating pertinent records, please furnish this Commission with the following data pertaining to

branch, extension, general agency, and/or service office of your company, if it has any, namely:

1. Number of branch, extension, general agency, and/or service office;  
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2. Location (within the Philippines);
3. Location (outside the Philippines);
4. Name of Manager or Officer-in-Charge or Soliciting Official, as the case may be, of the branch, extension, general agency, and/or service offices;
5. Name of Non-Life Company Underwriter of the branch, extension, general agency, and/or service office; and,
6. Tax Account Number (TAN) of the general agent/agency and Value Added Tax (VAT) Registration Number of the general agent/agency if a partnership or corporation.

Submission of the above data shall be on yearly basis, the initial submission should be on or before April 30, 1990 and continuously thereafter.

This circular letter supersedes Circular Letters of February 3, 1955, March 9, 1971, April 19, 1977 and July 16, 1980, and amends Circular Letter No. 68 of November 2, 1966, and takes effect immediately.

(Sgd.) ADELITA A. VERGEL DE DIOS

(Sgd.) JESUS P. ESTANISLAO

Insurance Commissioner

Secretary of Finance

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