



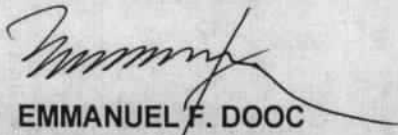
Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila

## NOTICE TO THE PUBLIC

The Insurance Commission hereby informs the public of its new schedule of Fees and Charges as approved by the Secretary of the Department of Finance. The new schedule is set pursuant to Section 437(o) in relation to Sec. 440 and other pertinent provisions of Republic Act No. 10607.

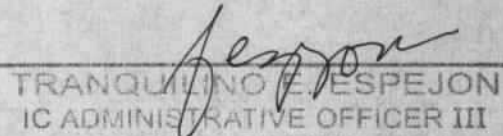
In accordance with Administrative Order No. 31, series of 2012, and its implementing rules and regulations under DOF-DBM-NEDA Joint Circular No. 1-2013, the following schedule of Fees and Charges shall take effect fifteen (15) days following complete publication in a newspaper of general circulation in the Philippines and after posting in conspicuous places at the offices and at the official website of this Commission.

**APPROVED FOR PUBLICATION AND POSTING:**



**EMMANUEL F. DOOC**  
Insurance Commissioner

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**TRANQUILINO E. ESPEJON**  
IC ADMINISTRATIVE OFFICER III  
ADMINISTRATIVE DIVISION  
INSURANCE COMMISSION



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

**CIRCULAR LETTER**

Circular Letter (CL) No.:	2014 - 15
Date:	15 May 2014
Supersedes:	CL No. 22-2010 and IMC No. 3-2006

**CIRCULAR LETTER**

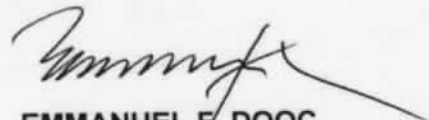
**TO :** All Insurance, Pre-need, Insurance and Reinsurance Brokers, Mutual Benefit Associations and Trusts for Charitable Uses, Insurance Agents, Pre-need Counselors, General Agents, Resident Agents, Rating Organizations, Actuaries, Non-Life Company Underwriters, Adjusters, External Auditors

**SUBJECT :** Fees and Charges

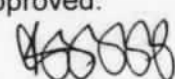
Attention is invited to Administrative Order No. 31 dated October 1, 2012 directing and authorizing all heads of departments, bureaus, commissions, agencies, offices and instrumentalities of the National Government including Government-Owned or Controlled Corporations (GOCCs) to rationalize the rates of their fees and charges, increase their existing rates and impose new fees and charges in pursuant to DBM-DOF-NEDA Joint Circular No. 1-2013 dated 30 January 2013.

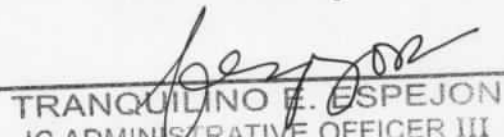
In connection with the foregoing, the Insurance Commission (IC) shall collect and receive the revised fees and charges effective fifteen (15) days following the completion of publication of this Circular Letter in a newspaper of general circulation in the Philippines.

This Circular supersedes Circular Letter No. 22-2010 dated June 15, 2010 and Insurance Memorandum Circular No. 3-2006 dated June 28, 2006.

  
**EMMANUEL F. DOOC**  
Insurance Commissioner

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Approved:  020891  
**CESAR V. PURISIMA**  
Secretary of Finance

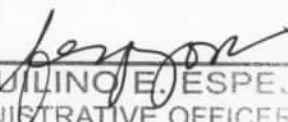
  
**TRANQUILINO E. ESPEJON**  
IC ADMINISTRATIVE OFFICER III  
ADMINISTRATIVE DIVISION  
INSURANCE COMMISSION

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

PARTICULARS	Amount	LRF <sup>1</sup>
<b>I. LICENSING</b>		
<b>Pre-licensing examination fee for new companies applying for a license</b>		
Metro Manila	10,000.00	100.00
Luzon (Non-Metro Manila)	25,000.00	250.00
Visayas	40,000.00	400.00
Mindanao	45,000.00	450.00
<b>NEW/RENEWAL OF LICENSE (per year)</b>		
A. Insurance Company/Professional Reinsurer	60,000.00	600.00
B. MBA & Charitable Trust		
1. CA/ License issued to an MBA	30,000.00	300.00
2. CA/License issued to a trust for charitable uses	10,000.00	100.00
C. Pre- Need	50,000.00	500.00
D. Insurance Broker & Reinsurance Broker		
1. Insurance Broker	30,000.00	300.00
2. Reinsurance Broker	30,000.00	300.00
3. Insurance Broker and Reinsurance Broker (IBRB)	60,000.00	600.00
3. Additional Soliciting Official	10,000.00	100.00
E. Servicing Companies	20,000.00	200.00
F. Professionals/Agents/Agencies		
1. Ordinary (Individual)	500.00	10.00
Company (Plus P500/Additional SO)	2,000.00	20.00
2. General Agent (Individual)	10,000.00	100.00
Company (Plus P500/ Additional SO)	20,000.00	200.00
3. Pre-Need Sales Counselor	500.00	10.00
4. Pre-Need General Agent (Individual)	5,000.00	50.00
Pre-Need General Agent (Company; Plus P500/ Additional SO)	10,000.00	100.00
5. Insurance Adjuster		
a. Individual (Plus P2500/ Additional Line)	2,500.00	25.00
b. Corporate	10,000.00	100.00
b.1. Additional per Person/Line	2,500.00	25.00
6. Resident Agent (Individual & Corporation)	15,000.00	150.00
7. Rating Organization	60,000.00	600.00
8. Non-Life Company Underwriter (Branch and HO)	10,000.00	100.00
a. Additional line	2,000.00	20.00
9. Written Examination		
a. Agent applicant		
a.1. Head Office	700.00	10.00
a.2. District Office	700.00	10.00
a.3. Outside the IC Offices	1,000.00	10.00
b. Sales Counselor Applicant		
b.1. Head Office	700.00	10.00
b.2. District Office	700.00	10.00
b.3. Outside the IC Offices	1,000.00	10.00

<sup>1</sup> Legal Research Fund (LRF) is equivalent to 1% of the filing fee but in no case lower than P10.00 as required by RA 3870 (An Act Defining the Functions of the UP Law Center, providing for its Financing and for other purposes), as amended by PD 1856, dated December 26, 1982.


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TRANQUILINO E. ESPEJO  
IC ADMINISTRATIVE OFFICER III  
ADMINISTRATIVE DIVISION  
INSURANCE COMMISSION

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**


<b>II. ACCREDITATION (NEW AND RENEWAL) (per year)</b>		
1. External Auditor		
a. Auditing Firm (Plus P5,000/Additional Signing Partner)	50,000.00	500.00
b. Individual	5,000.00	50.00
2. Actuary (Per Industry)	15,000.00	150.00
3. Insurance Providers for OFW		
a. Partner Company	50,000.00	500.00
b. Composite Company	100,000.00	1000.00
4. Management Company of a Consortium	50,000.00	500.00
<b>III. SUPERVISION FEE (per year)</b>		
<b>A. Insurance Companies</b>		
Small	75,000.00	750.00
Medium	120,000.00	1200.00
Large	175,000.00	1750.00
<u>Additional Fees for Cos. Outside Metro Manila</u>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
<b>B. MBA</b>		
1. Regular MBA		
Small	50,000.00	500.00
Medium	75,000.00	750.00
Large	100,000.00	1000.00
2. Micro MBA		
Small	25,000.00	250.00
Large	50,000.00	500.00
<u>Additional Fees for Cos. Outside Metro Manila</u>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
<b>C. Pre Need</b>		
Small	75,000.00	750.00
Large	100,000.00	1000.00
<u>Additional Fees for Cos. Outside Metro Manila</u>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
<b>D. Insurance Broker and Reinsurance Broker</b>		
a. Insurance Broker and Reinsurance Broker (IBRB)		
Small	50,000.00	500.00
Medium	75,000.00	750.00
Large	100,000.00	1000.00
b. Insurance Broker (IB)		
Small	25,000.00	250.00
Medium	50,000.00	500.00
Large	75,000.00	750.00
c. Reinsurance Broker (RB)		
Small	25,000.00	250.00
Medium	50,000.00	500.00


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SCHEDULE OF FEES, CHARGES AND PENALTIES**

Large	75,000.00	750.00
<b>Additional Fees for Cos. Outside Metro Manila</b>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
E. Management Company of a Consortium	100,000.00	1000.00
<b>Additional Fees for Cos. Outside Metro Manila</b>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
F. Companies under CRL and/or Liquidation/Dissolution	25,000.00	250.00
<b>Additional Fees for Cos. Outside Metro Manila</b>		
Luzon	40,000.00	400.00
Visayas	65,000.00	650.00
Mindanao	70,000.00	700.00
<b>Other Fees:</b>		
A. Examination Fee of a Holding Company pursuant to Sec. 296 of The Insurance Code (RA 10607)	80,000.00	800.00
<b>IV. REQUEST/APPROVAL</b>		
1. Endorsement of Articles of Incorporation, By-laws and Amendments		
a. Insurance	1,000.00	10.00
b. Pre-need	1,000.00	10.00
c. MBAs	1,000.00	10.00
d. Other regulated entities	1,000.00	10.00
2. Establishment or transfer of branch, service or extension office	5,000.00	50.00
3. Application for registration for controlled insurer	10,000.00	100.00
4. Approval of portfolio transfer or sale	10,000.00	100.00
5. Cancellation/Withdrawal of license	25,000.00	250.00
6. Withdrawal of foreign companies from Philippine business (includes cancellation of license)	25,000.00	250.00
7. Approval of Investment Management Agreement (IMA)		
a. Insurance, MBA	10,000.00	100.00
b. Micro MBA	5,000.00	50.00
8. Investment products of banks and financial institutions		
a. Local Investments	10,000.00	100.00
b. Offshore Investments	15,000.00	150.00
9. Investment products by insurance companies		
a. Local Investments	5,000.00	50.00
b. Offshore Investments	10,000.00	100.00
10. Premium Rates for Non-Life Insurance companies		
a. PIRA	50,000.00	500.00
b. Individual Company	25,000.00	250.00
11. Agents' Training Program/Module as Required by Pertinent Circular	5,000.00	50.00
12. Application of Personal Equity Retirement Account (PERA) Administrator	20,000.00	200.00
13. Application of PERA investment Manager	10,000.00	100.00
<b>V. PRODUCTS/FORMS APPROVAL</b>		
A. Life Insurance Products		
1. New Plans/Riders/Form	<b>CERTIFIED TRUE COPY</b>	
a. Traditional individual and group life insurance plans - permanent or term, regular or limited pay		

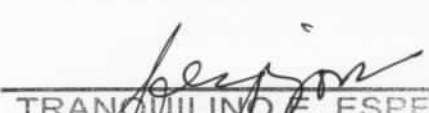
  
**TRANQUILINO E. ESPEJON**  
 IC ADMINISTRATIVE OFFICER III  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION



**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

Basic Plan	35,000.00	350.00
Rider	15,000.00	150.00
b. Variable life insurance plan-regular pay, limited pay		
Basic Plan	75,000.00	750.00
Rider	35,000.00	350.00
c. Contract Forms/Endorsements/Application and Other forms	5,000.00	50.00
2. Revision of Rates or Contracts		
a. Traditional individual and group life insurance plans - permanent or term, regular or limited pay		
Basic Plan	20,000.00	200.00
Rider	10,000.00	100.00
b. Variable life insurance plan-regular pay, limited pay		
Basic Plan	35,000.00	350.00
Rider	20,000.00	200.00
c. Contract Forms/Endorsements/Application and Other forms	5,000.00	50.00
B. Microinsurance Products	Fees shall be 50% of the above rates	1%
C. Non-Life Insurance Products		
1. Policy contract/Bond/Group Policy (includes policy schedule, application form and COC)		
a. PIRA Submissions	5,000.00	50.00
b. Individual Company	10,000.00	100.00
2. Revision of Policy and Surety Bonds		
a. PIRA Submissions	5,000.00	50.00
b. Individual Company	10,000.00	100.00
3. Endorsement/Clause/Warranty/Applications/Revisions and other forms	5,000.00	50.00
4. Microinsurance Products and other forms	Fees shall be 50% of the above rates	1%
D. Pre-need		
1. Registration of pre-need plans (New and Additional)	0.10% of the Contract Price (Exclusive of VAT)	1%
2. Pre-need plan price increase	5,000.00	50.00
3. Amendments to the registration statement, pre-need contracts or other documents (ACT)	5,000.00	50.00
4. Cancellation of registration of pre-need plans	5,000.00	50.00
5. Suspension and/or cancellation of permit to sell pre-need plans	5,000.00	50.00
6. Conversion of unsold approved pre-need plan from one type of plan to another existing previously approved plan	The higher of 25% of the Registration Fee for new application or P30,000	1%
7. Approval of Trust Agreement	5,000.00	50.00
E. Reinsurance		
1. Approval of Facultative Placements Abroad (per assured/risk)	5,000.00	50.00
2. Approval of Treaty Agreements	5,000.00	50.00
<b>VI. FILING FEES OF ANNUAL STATEMENTS/AUDITED FINANCIAL STATEMENTS (per year)</b>		
A. Insurance	40,000.00	400.00
B. Pre-Need	25,000.00	250.00
C. MBA, Micro MBA	20,000.00	200.00

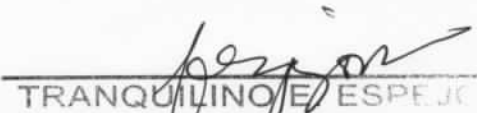
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**TRANQUILINO E. ESPEJON**  
 IC ADMINISTRATIVE OFFICER (III)  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

D. Insurance Broker & Reinsurance Broker	15,000.00	150.00
<b>VII. PENALTIES</b>		
A. Delay in Renewal Applications	*day of delays are calendar days for all penalties	
1. Late submission of application for renewal of license or registration or accreditation		
Insurance, Pre-Need, MBA	P500/day	
Professional Reinsurer	P500/day	
Broker	P500/day	
Insurance Agent	P500/day	
Adjuster	P500/day	
Rating Association	P500/day	
Resident Agent	P500/day	
Non-life Company Underwriter	P500/day	
Trustee	P500/day	
Actuary (Associated with Companies)	P500/day	
Insurance Providers for Compulsory Insurance coverage when required	P500/day	
PERA Administrator	P500/day	
PERA Investment Manager	P500/day	
B. Delay in Submissions of Reportorial Requirements		
<b>EXAMINATION</b>		
1. Annual Statement (Annually)	P5,000/day	
2. Audited Financial Report of brokers and attachments as required by Circular Letter No. 17-2011 (Annually)	P5,000/day	
3. Report on premium received, benefits or claims paid, revenue earned and expenses incurred as required by Circular Letter 2014-06 (For PAMI, SCCI and all lead Insurance Companies in the Personal Passenger Accident Insurance (PPAI) (Monthly)	P5,000/day	
<b>PRE-NEED</b>		
1. Interim financial statements (Quarterly)	P5,000 basic fine + P500/day	
2. Trust Fund Financial Statements (Monthly)	P5,000 basic fine + P500/day	
2. Sales Report (List of Planholders) (Monthly)	P5,000 basic fine + P500/day	
3. Collection Reports (Monthly)	P5,000 basic fine + P500/day	
4. Trust Fund Deposits (Monthly)	P5,000 basic fine + P500/day	
5. Withdrawal/Claim/Filed Report (Monthly)	P5,000 basic fine + P500/day	


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 TRANQUILINO E. ESPEJO  
 LIC ADMINISTRATIVE OFFICER III  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION

*SP*

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

<b>INVESTMENT SERVICES</b>		
1. Report of Investment Made and Sold or Disposed Of (Monthly)	P5,000/day	
2. Statement of Paid-Up Capital, Reserves and Investments (Quarterly)	P5,000/day	
<b>RATING</b>		
1. Report on Bonds issued in favor of the government of the Philippines, its political subdivision and government-owned and controlled corporation (Monthly)	P5,000/day	
2. Report of Judicial Bonds Issued (Monthly)	P5,000/day	
3. Fire Service Tax Receipts (Quarterly)	P5,000/day	
4. Report on Sale or Disposition of Vehicles Acquired under Total Loss Claim Subrogation (Monthly)	P5,000/day	
5. Report of Insurance Adjusters (Quarterly)	P5,000/day	
<b>REINSURANCE</b>		
1. Statement of Foreign Exchange Receipts	P5,000/day	
2. Statement of Foreign Exchange Remittance	P5,000/day	
3. Summary for 12-month Aggregate for Natural Perils Underwriting Accumulation Report	P5,000/day	
4. Particulars of Reinsurance Treaties	P5,000/day	
<b>STATISTICS &amp; RESEARCH</b>		
1. Negative List of Officers and Employees	P5,000/day	
2. Quarterly Statistical Report on Selected Financial Data on Life and Non-Life Insurance Companies	P5,000/day	
3. Biographical Data (Biodata) of new Members of the Board of Directors/Trustees and/new Officers	P5,000/day	
4. Statement of Business Operations of Insurance & Reinsurance Brokers	P5,000/day	
<b>LICENSING</b>		
1. Negative List of Agents (Quarterly)	P5,000/day	
2. Audited Financial Statements of General Agents (Annually)	P5,000/day	
<b>CONSERVATORSHIP, RECEIVERSHIP AND LIQUIDATION</b>		
1. Report of Conservator, Receiver and Liquidator (Quarterly)	P5,000/day	
<b>C. Violation</b>		
1. Execution of Trust Agreement without IC Approval	P50,000 + P500/day from the time of execution	
2. Non-compliance with the minimum limits of the deposit contributions to the trust fund based on monthly reports	P10,000.00	
3. Trust Fund Deficiency as against pre-need reserves	P50,000 + P500/day from the time of execution	
4. Unauthorized Withdrawals from the Trust Fund by Pre-need companies and Trustee banks	P50,000.00	
5. Violation of Pre-need Advertising Rules	P100,000.00	
6. Non-submission of treaty for approval	P10,000/ treaty	
7. Facultative cession to unauthorized foreign reinsurers/brokers and Reinsurance treaties with unauthorized foreign reinsurance/brokers without approval of IC	P5,000/ violation	
8. Transactions with unauthorized foreign reinsurers not represented by resident agent	P5,000/ violation	
<b>CERTIFIED TRUE COPY</b>		

  
**TRANQUILINO ESPEJON**  
 IC ADMINISTRATIVE OFFICER III  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION

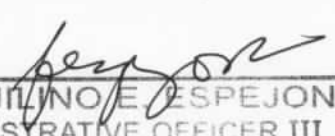




**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

9. Payment of commissions to unlicensed agents (commercial & microinsurance)	P5,000/agent or amount of commission given, whichever is higher	
10. Doing business with unauthorized or unlicensed intermediaries	P10,000/violation; If committed with No. 9, the higher penalty shall be imposed	
11. Issuance of policy contracts and forms which do not have IC approval		
a. Contracts/Policy	P50,000/ issued contract	
b. Forms	P5,000/ issued form	
12. Non-payment of amicably settled claims	P500/day commencing on the day after the parties' agreed date	
13. Delay by the judgment obligor in payment of the judgment award	P1,000 per day of delay in payment of the judgment award by the judgment obligor reckoned after thirty (30) days from the time the judgment obligor receives the writ of execution	
14. Breach of Tariff	P25,000/ offense or policy	
15. Establishment or transfer of branch, service, extension or satellite office without approval	P25,000	
16. Wrong data entry of material information in the reportorial requirements or revision of any material statement or figure in the annual statements	P500/item	
D. Other Penalties		
1. Late payment of supervision fee	P1,000/day	

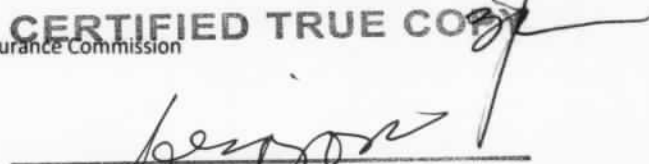
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 TRANQUILINO E. ESPEJON  
 IC ADMINISTRATIVE OFFICER III  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

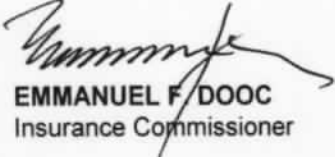
Provided, that the order imposing penalties shall be immediately executory upon receipt by the regulated entity <sup>2</sup> of the Order of the Insurance Commission, with interest at 12% per annum until the same is fully paid;		
Provided further, that the payment of the penalties shall not bar this Commission or any aggrieved party from pursuing any action against the regulated entity in any other forum.		
<b>VIII. CERTIFICATIONS</b>		
1. Certifications pursuant to RA 9184	P500	
2. Foreign Exchange Certifications	P500	
3. Certificate of Company Status	P500	
a. If requested by claimants/policyholders/planholders	P200	
4. Other Certifications	P500	
5. Certified True Copy of filed pleadings, TSN, Orders, Decisions, Directives and such other similar documents or papers of the Commission (Formal Cases, Admin Cases)	P10 for photocopy + P25/page	
6. Certified True Copy of Minutes of Mediation Conference	P10/page for photocopy + P200/document and P25/page in excess of 5 pages	
a. If requested by claimants/policyholders/planholders	P200/document	
7. Photocopy	P10/page	
8. Certified True Copy of other documents	P10/page for photocopy + P200/document and P25/page in excess of 5 pages	
<b>IX. DOCKET FEES</b>		
Insurance Companies (including Microinsurance cases)		
(a) Less than P100,000	P1,000.00	10.00
(b) P100,000 or more but less than P200,000	P2,000.00	20.00
(c) P200,000 or more but less than P300,000	P3,000.00	30.00
(d) P300,000 or more but less than P400,000	P4,000.00	40.00
(e) P400,000 or more but less than P500,000	P5,000.00	50.00
(f) P500,000 or more but less than P600,000	P6,000.00	60.00
(g) P600,000 or more but less than P700,000	P7,000.00	70.00
(h) P700,000 or more but less than P800,000	P8,000.00	80.00
(i) P800,000 or more but less than P900,000	P9,000.00	90.00
(j) P900,000 or more but less than P1,000,000	P10,000.00	100.00
(k) P1,000,000 or more but less than P2,000,000	P15,000.00	150.00
(l) P2,000,000 or more but less than P3,000,000	P20,000.00	200.00
(m) P3,000,000 or more but less than P4,000,000	P25,000.00	250.00
(n) P4,000,000 up to P5,000,000	P30,000.00	300.00

<sup>2</sup> Companies subject to the regulations of the Insurance Commission


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TRANQUILINO E. ESPEJON  
IC ADMINISTRATIVE OFFICER III  
ADMINISTRATIVE DIVISION  
INSURANCE COMMISSION

**INSURANCE COMMISSION  
SCHEDULE OF FEES, CHARGES AND PENALTIES**

Pre Need		
(a) Less than P100,000	P1,000.00	10.00
(b) P100,000 or more but less than P200,000	P2,000.00	20.00
(c) P200,000 or more but less than P300,000	P3,000.00	30.00
(d) P300,000 or more but less than P400,000	P4,000.00	40.00
(e) P400,000 or more but less than P500,000	P5,000.00	50.00
(f) P500,000 or more but less than P600,000	P6,000.00	60.00
(g) P600,000 or more but less than P700,000	P7,000.00	70.00
(h) P700,000 or more but less than P800,000	P8,000.00	80.00
(i) P800,000 or more but less than P900,000	P9,000.00	90.00
(j) P900,000 or more but less than P1,000,000	P10,000.00	100.00
(k) P1,000,000 or more but less than P2,000,000	P15,000.00	150.00
(l) P2,000,000 or more but less than P3,000,000	P20,000.00	200.00
(m) P3,000,000 or more but less than P4,000,000	P25,000.00	250.00
(n) P4,000,000 or more but less than P5,000,000	P30,000.00	300.00
(o) P5,000,000 or more	P35,000.00	350.00
Other Fees:		
1. Motion for extension of time to file an answer	P500	
2. Late submission of judicial affidavits	P1,000	
3. Submission of compliant Judicial Affidavit to the requirements of the rules	P1,000/ judicial affidavit	
4. Motion for postponement of hearing	P500	
5. Motion for reconsideration of decision or order	P500	
6. Direct contempt committed against:		
a. Commissioner	P2,000	
b. Hearing Officer	P1,000	
All other rules and regulations, circulars, orders and issuances, or part thereof, inconsistent with this Circular Letter are hereby repealed or modified accordingly.		

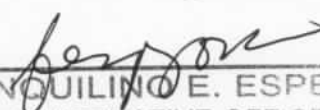
  
**EMMANUEL F. DOOC**  
 Insurance Commissioner

Approved:

  
**CESAR V. PURISIMA**  
 Secretary of Finance

020892

**CERTIFIED TRUE COPY**

  
**TRANQUILINO E. ESPEJON**  
 IC ADMINISTRATIVE OFFICER III  
 ADMINISTRATIVE DIVISION  
 INSURANCE COMMISSION