



Insurance Institute for Asia and the Pacific, Inc.

26/F, Ayala Life-FGU Center
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MEMORANDUM

TO : All Life Insurance Companies

FROM : Insurance Institute for Asia and the Pacific (IIAP), Inc.

DATE : November 18, 2020

SUBJECT : Resumption of the LIA/VFE Schedules

We are pleased to inform everyone that the IIAP will resume holding the LIA-VFE starting November 19, 2020 – December 18, 2020 in the IIAP office in Makati for those interested in pursuing their life insurance license.

Because of Covid-19, we shall be observing the safety procedures and protocols for everyone's peace of mind. Kindly inform your examinees about the following guidelines:

- Reservations for an exam date will be on a per sponsoring company basis. This will be done on a first-come, first served basis.
- The preferred examination date will have to be coordinated with IIAP for proper scheduling. No Walk- In applicants will be entertained.
- Please email the exam reservation to liavfeexam@iiap.com.ph / attention to **Ms. Mary Joy Barsolasco**. Kindly provide the name of the company, name of examinees, the scanned copy of the accomplished application form, and contact information.
- There will be three batches of scheduled examinations in a day, where only twenty examinees will be allowed per batch. The schedules are, as follows:

Schedule:

Mondays to Fridays Only

9:00 - 10:00 AM

10:30 - 11:30 AM

2:00 - 3:00 PM

(Please note that the aforementioned schedules allow for proper disinfection after each batch.)

Requirements and Guidelines

1. All examinees must fill out and submit the attached Health Declaration Form on the day of the exam.
2. Please complete and bring the original copy of LIA VFE 0930 Form and submit this together with a photocopy of one valid ID. This will be submitted on the scheduled day of the exam.

3. Examination fees must be paid by the life insurance company at least two days before the exam schedule of its examinees.
4. All scheduled examinees must be at the IIAP premises 15 minutes before the exam.
5. IIAP will strictly impose a No Face Shield, No Face Mask, No Entry rule.
6. A Thermal Scanner will be used by the IIAP Guard to record body temperature of the examinee. If the temperature exceeds 37 degrees centigrade, the examinee will be refused entry.
7. Examinees need to step on the foot bath before entry to IIAP premises
8. Examinees must bring their own ballpens. Sharing of ballpens is strictly prohibited.
9. Examinees will remain seated in their assigned seats while waiting for the release of the exam results. After receiving the result of the exams, the examinees should leave the IIAP premises immediately. No loitering will be allowed in the IIAP premises.
10. No companions of an examinee will be allowed at the IIAP Premises during the examination.
11. There will be no re-take on the same day. If examinee wishes to re-take the exam, he/she will have to request for another reservation.
12. No refund of examination fee will be allowed.
13. Examination fee is P950.00 per person.

Thank you for your understanding and cooperation.


FRANCISCO D. PAPA, JR.
Executive Director