



Actuarial Society of the Philippines

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ACTUARIAL SOCIETY OF THE PHILIPPINES

**2018 EXAMINATION CATALOGUE
(DECEMBER EDITION)**

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I. The Actuarial Society of the Philippines

Mission Statement

We are the internationally recognized organization of actuarial professionals in the Philippines. We are committed to the standards of our profession, upholding the highest levels of integrity and competence.

As acknowledged experts in assessing risks and measuring their financial outcomes, we take pride in providing technical services to our stakeholders. As responsible members of society, we take a stand on issues that affect the public good.

We are a caring organization that provides a forum for the professional growth, social development and self-regulation of our members. We value mentoring as necessary to strengthen our Society and to continuously upgrade the expertise of our members.

We shall responsibly carry out these affirmations to foster the important role of the Actuarial Society of the Philippines in the larger global community.

Principles Underlying the Examination System

The Actuarial Society of the Philippines accredits and administers a series of self-study courses and examinations, in the fields of application of actuarial science, leading to Associateship and Fellowship qualifications. The principles underlying the examination system are as follows:

- a) To provide the actuary with an understanding of fundamental mathematical concepts and how they are applied;
- b) To provide the actuary with an accurate picture of the socio-demographic, political, legal, and economic environments within which financial arrangements operate;
- c) To expose the actuary to a broad range of techniques, their applications and limitations;
- d) To expose the actuary to a broad range of relevant actuarial practice;
- e) To develop the actuary's sense of inquisitiveness so as to encourage exploration unto areas where traditional methods and practice do not appear to work effectively.

In the administration of the system, it is understood that both the course of readings as well as the manner of administering examinations will be continuously studied and revised, as necessary, in order to incorporate advances in technology and changes in the environment in which the actuary is expected to operate.

Requirements for Admission to the Society as an Associate

- a) Who may be admitted. Any individual, at least 18 years of age, upon nomination by two Fellows of the Society in good standing, may be admitted after completing the Associateship education and examination requirements prescribed by the Board of Governors.
- b) When and how to apply. A candidate planning to seek admission to the Society should submit an Application for admission as Associate to the Membership Committee upon completion of the education and examination requirements for Associateship. The application form may be obtained from the Office of the Actuarial Society of the Philippines. The application for admission as Associate is subject to approval by the Board of Governors of the Society and by the majority vote of the Society.

- c) Associateship Education and Examination Requirements. To qualify for Associateship, the candidate should have completed the following requirements:
- The candidate should have passed Courses P, FM, MFE and MLC, and C of the Society of Actuaries (SOA). These examinations should have been accredited by the ASP.
 - The candidate should have satisfied Validation by Educational Experience (VEE) for three topics: Applied Statistics, Corporate Finance and Economics.
 - Details on VEE are provided in Section III.
 - The candidate should have attended the Associateship Admission Course given by the ASP.
 - The Associateship Admission Course is described in Section IV.

Requirements for Admission to the Society as a Fellow

- a) Who may be admitted. Any Associate of the Society, at least 21 years of age, upon nomination by two Fellows of the Society in good standing, may be admitted provided:
- He/she is the holder of a university degree requiring at least 24 units of actuarial-related subjects;
 - He/she has worked in the Philippines in the actuarial field for at least one year;
 - He/she has completed the fellowship education and examination requirements, the Fellowship Admission Session, and any additional requirements prescribed by the Board of Governors. The Fellowship Admission Session is described in Section VI of this catalogue.
- b) When and how to apply. A candidate seeking admission as a Fellow of the Society should submit an Application for Admission as Fellow to the Membership Committee upon completion of the examination and other requirements for Fellowship. The Application form may be obtained from the Office of the Actuarial Society of the Philippines. The application for admission as Fellow is subject to approval by the Board of Governors of the Society and by the majority vote of the Society.
- c) Fellowship Examinations. The required course of reading for Fellowship examinations is provided in Section IX of this Catalogue.

II. General Information Regarding Examinations

In November 9, 2012, a new Examination System was formally approved and adopted by the Actuarial Society of the Philippines during its 4th ASP Quarterly Meeting and General Membership Assembly. This Examination System, having had its first administration in 2014 will be referred to as the 2014 Examination System. This was updated given the changes in the SOA syllabus effective 2018.

Basic Principle

The basic principles behind the adoption of the 2014 Examination System are as follows:

- a) Align the Society's exam system with the available examinations offered by the Society of Actuaries (SOA) and Casualty Actuarial Society (CAS), which also test most of the topics found in the local Fellowship four-exam system;
- b) Focus in administering two integrated local exams that will test the more relevant topics that are unique to the Philippine industry and regulations.

2014 Examination System and Moving Forward (2018 Update)

Effective July 1, 2018, the following exam conversions will be observed (table taken from the SOA website):

Current	Transitions To
VEE Economics	VEE Economics
VEE Corporate Finance*	VEE Accounting and Finance
VEE Applied Statistics	Statistics for Risk Modeling (SRM) Exam and VEE Mathematical Statistics
P (Probability)	Probability Exam
FM (Financial Mathematics)	Financial Mathematics Exam
MFE (Models for Financial Economics)	Investment and Financial Markets Exam
MLC (Models for Life Contingencies)	Long-Term Actuarial Mathematics Exam
C (Construction of Actuarial Models)	Short-Term Actuarial Mathematics and VEE Mathematical Statistics
FAP (Fundamentals of Actuarial Practice)	FAP
APC (Associateship Professionalism Course)	APC

The following examinations will be required to qualify under the ASP Examination System:

Associateship:

SOA Exam P	Probability
SOA Exam FM	Financial Mathematics
SOA Exam MFE or IFM	Models for Financial Economics or Investment & Financial Markets
SOA Exam MLC or LTAM	Models for Life Contingencies or Long-Term Actuarial Mathematics
SOA Exam C or STAM	Construction of Actuarial Models or Short-Term Actuarial Mathematics

The ASP VEE topics will continue to be required as well.

Associateship beginning December 31, 2020:

SOA Exam P	Probability
SOA Exam FM	Financial Mathematics
SOA Exam IFM	Investment and Financial Markets
SOA Exam LTAM	Long-Term Actuarial Mathematics
SOA Exam STAM	Short-Term Actuarial Mathematics
SOA Exam SRM	Statistics for Risk Modeling
SOA PA	Predictive Analytics

The ASP VEE topics will continue to be required as well.

Fellowship:

- a) AASP requirements
- b) SOA Fundamentals of Actuarial Practice (FAP)
- c) FSA Exam 1 (Core or Advanced) / FCAS Exam 1
- d) FSA Module 1 (FSA Financial Economics Module or ERM Module) / CAS Online Course 1
- e) FSA Module 2/ CAS Online Course 2
- f) ASP Integrated Exam I
- g) ASP Integrated Exam II

Candidates who have taken both the Financial Economics Module and ERM Module can apply these modules as credits for the FSA Module 1 and FSA Module 2 requirement. Details about the FSA and FCAS examinations may be obtained from the Society of Actuaries (SOA) and Casualty Actuarial Society (CSA).

Fellowship beginning December 31, 2022:

Same as the Fellowship requirements above but candidates will be required to also have completed SOA SRM (Statistics for Risk Modeling) and SOA PA (Predictive Analytics)

ASP Integrated Exam I - PHILIPPINE PRACTICE AND REGULATIONS FOR LIFE AND NONLIFE INSURANCE COMPANIES (DEVELOPMENT, PRICING, DISTRIBUTION, VALUATION AND PFRS ACCOUNTING)

This course covers Philippine practice and regulation of life and nonlife products with respect to development, pricing, distribution, measurement of liabilities, investments and reinsurance.

The student is expected to:

- Understand the general principles of business law and legal issues relating to life and non-life insurance companies.
- Be familiar with the pertinent provisions of the Insurance Code and various laws and regulations governing the life and non-life industries.
- Understand regulations and practices for the development and sales of life, nonlife and medical plans.
- Understand the regulatory financial statements and reports of insurance companies and be able to analyze the financial data in the context of the Philippine Financial Reporting Standards.
- Understand how the different summary financial statements and the Philippine Annual Statements are prepared. The student must be able to realize how and how much a change in a particular accounting transaction will impact the summary financial statement and the Annual Statement.
- Understand the business of insurance as stated in the Insurance Code and other pertinent regulations/circulars with respect to capitalization requirement, assets, reserves, investments, reinsurance, etc.
- Understand and apply the valuation principles and other standards of actuarial practice issued by regulatory bodies and the Actuarial Society of the Philippines. The student is expected to be familiar with valuation methods and the use of appropriate valuation assumptions used. The student is expected to be familiar with the existing regulation on reserve valuation in the Insurance Code. The student must understand the relationship among valuation, pricing and the profitability of insurance operations.
- Familiarize with the limitations imposed by existing regulation on insurance company investments.

ASP Integrated Exam II - SOCIAL INSURANCE, PRE-NEED, HEALTH CARE SYSTEMS, GROUP INSURANCE, EMPLOYEE BENEFITS AND TAXATION

This course covers social insurance (including Microinsurance), health care systems, pre-need, group insurance and employee benefits practices and regulations in the Philippines. It also covers practice and regulation of life insurance, non-life insurance and pre-need with respect to taxation. As Pre-Need is unique to the Philippines, the course covers Pre-Need practice related to pricing, distribution, and liability measurement.

The student is expected to:

- Understand the various ways the life, non-life and preneed companies are taxed.
- Know the history of the changes in taxation in the Philippines, especially documentary stamps tax, premium tax and value added tax among others and how they affect packaging and pricing of insurance and pre-need products.
- Know the pertinent provisions in the Insurance Code, the various implementing rules and regulations, and the Actuarial Society of the Philippines' standards of practice regarding group insurance, social insurance (including Microinsurance) and health care systems in the Philippine setting.
- Know the pension fund management practices in the Philippines as well as valuation methods and ASP standards of practice. Legal and taxation considerations in employee benefits are also covered.
- Understand Pre-Need regulations and practice, in particular, ASP standards of practice, actuarial models, pertinent provisions of the Pre-Need code, investments and valuation.

Examination Dates, Time, Location

The ASP Integrated Examinations will be held at the IIAP Office, 26th/F, Ayala-FGU Life Building on Ayala Avenue, Makati City.

Exam	Topic	No. of Hours	Date & Time
Exam I	Philippine Practice And Regulations For Life And Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation And PFRS Accounting)	6	June 4, 2018 (Mon) 9:00 am –12:00 nn 1:30 pm – 4:30 pm
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits And Taxation	6	June 8, 2018 (Fri) 9:00 am –12:00 nn 1:30 pm – 4:30 pm

Exam	Topic	No. of Hours	Date & Time
Exam I	Philippine Practice And Regulations For Life And Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation And PFRS Accounting)	6	Dec 3, 2018 (Mon) 9:00 am –12:00 nn 1:30 pm – 4:30 pm
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits And Taxation	6	Dec 7, 2018 (Fri) 9:00 am –12:00 nn 1:30 pm – 4:30 pm

Accreditation Procedure for Associateship and Fellowship Examinations

The following documents must be submitted to the ASP Examination Committee:

- Duly accomplished Accreditation Form
- Accreditation Fee of P1,500 per associateship examination and P2,500 per fellowship examination.

- For accreditation of exams passed within the last 12 months prior to the date of application for accreditation, the Original Copy of SOA Examination Results ("white slip"). This will be returned to the student along with the ASP Examination Committee's letter of accreditation.
- For accreditation of exams passed more than 12 months prior to the date of application for accreditation, Letter of Confirmation of Exams Passed from the SOA.

III. Validation by Educational Experience (VEE)

The ASP Validation by Educational Experience (ASP-VEE) consists of the following topics:

- Applied Statistical Methods,
- Corporate Finance
- Economics
- Basic Non-Life Insurance.

These topics are no longer tested but are required in addition to the Associateship examinations. However, these VEE topics are not prerequisites for the examinations, and may be fulfilled independently. In order to fulfill Associateship requirements, any three (3) of the indicated VEE topics above must be completed.

A candidate may obtain ASP-VEE credits by attending courses accredited by the ASP and achieving the required grade. Alternatively, a candidate may take standardized examinations or attend non-accredited courses on the required topics and request for accreditation from the ASP. A candidate may combine two or more courses in order to complete the coverage for a VEE topic.

A candidate may request for ASP-VEE accreditation after passing at least two Associateship examinations and not earlier than one year prior to expected completion of the examination requirements. A candidate should apply for credits for an ASP-VEE topic after he has completed the coverage of that topic. Partial credits will not be given.

ASP Accredited Courses for VEE

To request credits from attendance in ASP-accredited courses, a candidate should submit the following:

- Duly-accomplished ASP-VEE accreditation form,
- Payment of accreditation fee of P1,500.00 per ASP-VEE topic, and
- Original Transcript of Records and photocopy thereof. The original transcript will be returned to the candidate. For the Basic Non-life, a Certification of Completion (attendance to the seminar and passing the exam) will need to be provided.

The list of accredited courses will be updated periodically.

If a candidate has received VEE credits from the SOA, the candidate may apply for ASP-VEE credits by submitting the ASP accreditation form, the accreditation fee and his original SOA transcript of records reflecting that he has received SOA-VEE credits. If the candidate does not have SOA-VEE credits but has passed an SOA-accredited course, standardized examination or other educational experience, the candidate may still apply for ASP-VEE credits by submitting the required proof of attendance.

Standardized Examinations or Courses not Accredited by the ASP

If a VEE Course or Examination does not appear on the ASP list and is not a SOA-VEE Course, approval must be requested by submitting the following documentation:

- Duly-accomplished ASP-VEE accreditation form
- Accreditation fee P 1,500.00 per ASP-VEE topic,
- Detailed course description, outline or syllabus, and
- Original copies of Attendance and/or Transcript of Records, and photocopy thereof. The original certificate and/or transcript will be returned to the candidate.

The ASP may request for additional documentation to determine if the course or examination and the candidate's performance have satisfied ASP-VEE requirements.

Refer to Appendix A and B for details on ASP-VEE Courses.

IV. Associateship Admission Course

The Associateship Admission Course (AAC) is the last requirement for Associateship. The AAC may not be taken until all of the other requirements for Associateship have been met. The AAC will be offered in August/September for those who completed their other requirements the previous June or earlier, and in April/May for those who completed their other requirements the previous December or earlier. If a candidate is unable to attend the AAC immediately following completion of Associateship examination and VEE requirements, he may attend any future AAC. The candidate will not receive the AASP designation, or be entitled to use such designation, until he has completed the AAC.

The AAC is planned to be two-and-one-half hours in length. The subjects covered are the structure and functions of the Actuarial Society of the Philippines, and an overview of Professional Ethics and Actuarial Practice. The schedule of the AAC may be obtained from the ASP Secretariat Office.

V. Fellowship Examinations

Form of Examinations

The Fellowship Examinations are given in written-answer form.

Applications to Write Examinations and Deadlines for Submission

The application form for the 2018 Fellowship Examinations is contained at the end of this Catalogue. The said application form can be photocopied as long as the original signature of the Applicant will appear in the form that will be submitted to the Society. Application Forms are also available at the Office of the Actuarial Society of the Philippines.

Candidates must sign the following statement that appears on the application:

"I have read the rules and regulations concerning the examination(s) for which I am applying, and agree to be bound thereby."

Unsigned applications are not valid and will be returned to the applicant. Applicant will not be registered for an examination unless the Society has an original signed application for the examinations applied for.

Examination Fees

The regular examination fees for 2018 are as follow:

Exam	Topic	No. of Hours	Exam Fee
Exam I	Philippine Practice And Regulations For Life And Nonlife Insurance Companies (Development, Pricing, Distribution, Valuation And PFRS Accounting)	6	Php8,000
Exam II	Social Insurance, Pre-Need, Health Care Systems, Group Insurance, Employee Benefits And Taxation	6	Php8,000

Late registrations and late payments will not be accepted. Fees should be remitted by check, draft or money order and made payable to the Actuarial Society of the Philippines.

The Society will bear no responsibility for any loss of payments while in transit. Payment in cash is discouraged.

Refunds, Transfer of Fees

In no case will examination fees be refunded. Examinees who do not sit for exams for which they have enrolled will forfeit their fees.

However, examinees who find that they cannot sit for an exam for which they have enrolled as a result of illness or other legitimate reasons may request that their fees be transferred and considered as deposit towards the fees for a future examination.

A transfer charge of P500 will be assessed for each course. The deposit may be transferred to an examination to be held no later than one year after the original examination date. Requests must be in writing and must be received by the society no later than two weeks after the scheduled examination date. Requests received after this time will not be considered.

Ticket of Admission/Instructions to Candidates

The Examination Committee will mail each candidate a Ticket of Admission indicating the examination(s) for which an application has been submitted. Tickets of Admission will be mailed within two weeks before the date of the examination, except in the case of late registrants.

The ticket will contain the candidate's examination number which is to be written by the candidate on the examination(s) for identification purposes. The candidate should bring the ticket to the examination(s).

A candidate who does not receive his ticket of admission one week prior to the examination date or whose ticket of admission contains incorrect information should notify the Examination Committee through the Office of the Actuarial Society of the Philippines, at telephone number 892-0693 or through email at actuarial@pldtdsl.net or actuarial@hotmail.ph.

Requirements for Admission to Test Center

In order to be admitted into a test center, a candidate must show his Ticket of Admission and positive identification. The candidate must present valid identification with both a signature and a photograph (e.g. Driver's license, school ID, office ID, passport, etc.). Each candidate will be required to sign in upon admission to the test center. A candidate who fails to meet the requirements for positive identification or refuses to provide a signature upon entering the test center will not be permitted to write the examination.

Signatures on Exam Answer Sheets and Envelopes

Candidates are required to sign their answer sheets or envelopes. ***Candidates who turn in examinations without signing the statement on the answer sheet or envelope will not have the examination graded. The statement to be signed reads:***

"I have neither given nor received assistance of any kind on this examination. I understand the examination is confidential and will not disclose its contents. This examination is being written with the understanding that if the answer sheet/envelope is returned unsigned, it will not be graded."

Envelopes for written-answer examinations will be opened by the Examination Committee secretariat; examiners and graders will receive information identifying candidates only by number.

Use of Calculators and Other Assistance in Writing Examinations

A candidate may not communicate with or obtain assistance from any other candidate during the examination nor may any books, papers or typewriters be brought into the examination room. Only the type of calculators described in the next paragraph may be brought into the examination room.

Calculators are allowed on all examinations. Only a calculator with the four basic functions, one memory, the square root and “%” function may be used. Only calculators that have keys that are silent when pressed will be allowed. No calculator which produces any sort of noise while in use will be allowed. Calculators should be battery-powered. The Society will not be responsible for providing power outlets nor will the Society be able to guarantee the required intensity of indoor lighting to power a solar-powered calculator. Questions will be set assuming access to a calculator of the approved type.

Examination supervisors are authorized to provide a substitute calculator, if available, in the event that a candidate's calculator malfunctions during the examination. However, supervisors will not provide a calculator for persons who neglect to bring a calculator of the approved type to the examination.

Persons using a calculator that is not allowed will have their examinations disqualified and their papers will not be graded.

Examination Results

Candidates receive individual statements of their examination results, usually within six to eight weeks after the examination date. A list of passing candidates will be available from the ASP Secretariat and posted at the ASP website: www.actuary.org.ph.

The individual grades will be reported on a scale of 0 to 10. Passing grades will range from 6 to 10; failing grades from 0 to 5. In this scale, the interval is 10 percent of the score required to pass; for example, a grade of 5 means failing with a score at least 90% but less than 100% of the score required to pass. A grade of 0 does not necessarily mean that a candidate received no points, but rather that the candidate's score was less than 50% of the score required to pass.

Examination sheets are not returned to candidates for any Society examination.

Lost Examinations

If a completed examination sheet is inadvertently lost or destroyed, the examination fee will be refunded. The Society assumes no other obligation and candidates must take all examinations subject to this understanding.

Defective Questions

Occasionally, through error or because of varying interpretations, a question appearing on the examination may be found to be defective. Examples of defects include: material typographical errors, ambiguities, and questions with test material not covered in the course of reading. Candidates who believe that a question is defective should write to the Examination Committee within two weeks of the examination date. The letter should explain in detail why the candidate thinks the question is defective. The Examination Committee will investigate all questions brought to its attention in this way, and may make allowance in the grading process, if appropriate. The Examination Committee may make use of the candidate's examination books to determine whether their scores should be adjusted. Correspondence not reaching the Society within two weeks after the examination date will not be considered by the Committee.

Confidentiality of Examination Records

The fact that a candidate has passed an examination for credit with the Actuarial Society of the Philippines is considered public knowledge. Any further information about the examinations taken or grades received by a candidate is available only to the candidate, to the Examination Committee Chairman and specific members as required for purposes of committee work. A candidate may, however, request in writing to the Society office that a designated person should receive such information.

Disciplinary Action

Candidates must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat, assisting therein, or engaging in such conduct as listed below are serious violations and will generally result in the candidate's paper being disqualified, and other disciplinary action as may be deemed appropriate. Examples (not a complete list) of actions by candidates which may lead to disciplinary action are:

- a) Gaining access to examination questions before the examination
- b) Using an unauthorized calculator
- c) Looking in the examination book before the signal to do so is given
- d) Looking at another candidate's paper
- e) Enabling another candidate to copy from one's paper
- f) Any communication with another candidate during the examination
- g) Disturbing other candidates during the examination
- h) Consulting any other person, any books or materials inside or outside of the examination room during the examination period
- i) Making any changes in the answer sheet or book after the time has expired
- j) Copying questions or answers to take from the examination room
- k) Taking an examination booklet from the examination room
- l) Taking an examination for another candidate
- m) Arranging to have another person take an exam for the candidate
- n) Disclosing the contents of an examination to another person
- o) Presenting false information on an examination application

The Examination Committee will pursue any evidence that a candidate has cheated or failed to follow examination rules, either in letter or in spirit. Any irregularity or suspected violation will be investigated. The candidate may be asked to attend, or be offered the opportunity to have, a hearing convened by the committee. When a violation is confirmed, disciplinary actions may include, but are not limited to, disqualification of the candidate's examination paper and a prohibition against writing Society examinations for a specified period.

The Society's rules and regulations concerning examination administration, including disciplinary action, are composed of the information in this Catalogue, as well as the information in the Instructions to Candidates mailed with the Ticket of Admission, the information on the covers of examination booklets, and the material read by the supervisors at the beginning of each examination. All candidates, on their applications for examinations, are required to read and sign the following statement: ***"I have read the rules and regulations concerning the examination(s) for which I am applying, and agree to be bound thereby."***

These standards may seem stricter than those to which candidates are accustomed to in other examination environments. The Actuarial Society of the Philippines maintains these strict standards because the examinations are such a significant part of a candidate's career. Therefore, equitable administration of the examinations and enforcement of the highest standards of conduct cannot be emphasized too strongly. The conduct of the vast majority of candidates for the Society's examinations is of the highest quality.

Correspondence

Requests for application forms or other correspondence regarding examinations or other matters should be addressed to:

Actuarial Society of the Philippines
Rm.819 Cityland 10 Tower 2
H.V. Dela Costa St., Makati City

Candidates may also visit the Society website www.actuary.org.ph or send email to actuarial@pltdsl.net. Telephone requests will not be entertained.

Information on application forms, catalogues or contact details regarding the Society of Actuaries Examinations are available from their website: www.soa.org .

Information on application forms, catalogues or contact details regarding the Casualty Actuarial Society Examinations are available from their website: www.casact.org .

VI. Fellowship Admission Session

The Fellowship Admission Session (FAS) is the last requirement for Fellowship in the Society. The FAS may not be taken unless all of the other course requirements for Fellowship have been met. Once these course requirements have been met, you may enroll in the next scheduled FAS. The FAS will be offered in September/October for those who completed all other course requirements the previous June or earlier, and in March/April for those who have completed all other course requirements the previous December or earlier. If a candidate is unable to attend the FAS immediately following completion of Fellowship course requirements, he may attend any future FAS. A candidate will not receive the FASP designation, nor be entitled to use such designation, until he has completed the FAS.

The FAS is three hours in length. The subjects covered are Professional Ethics and Integrated Problem Solving. The schedules of the FAS for 2017 may be obtained from the Office of the Actuarial Society of the Philippines.

Candidates who attend the session and participate in it fully will receive their Fellowship Diploma at a General Assembly of Society Members following the FAS.

VII. The Examination Committee

Organizational Structure of the Examination Committee

The examination program of the Actuarial Society of the Philippines is administered by its Examination Committee. Within this overall Committee, two types of units operate:

- a) The June and December examination subcommittees review the course of reading and recommend changes to the required texts and references, and are responsible for administering and grading the examinations.
- b) The secretariat of the Committee is responsible for handling the recordkeeping and correspondence functions of the committee.

Review and Development of Course of Reading

The Course of Reading is regularly reviewed by the Education and Eligibility Council. Both short and long-term goals for improvement are developed.

Although every effort is made to choose material which is presented clearly and unambiguously, errors may occur occasionally. Candidates who believe they have found an error in any study material should notify the Examination Committee of the Society so that any necessary corrective action may be taken.

Candidates should be aware that the Society continuously reviews the entire examination program vis-à-vis its long-term organizational goals.

Development of Examinations

Each examination is developed by the Fellows of the ASP who have been designated by the Board of Governors to serve as examiners for the season. The content of the examination is designed to test the candidate's knowledge of the subject matter as defined in the course Catalogue.

Every effort is made to ensure that the questions fall within the scope of the course of reading and that each question is answerable in the time allocated to it. Complete coverage of all parts of the course of reading is not practical for every examination every year, but the goal is to develop well-rounded examinations containing representative, high-quality questions which test the candidate's knowledge of the most essential parts of the course of reading. The examiners deliberate to determine which topics are critical and should be tested for each course.

In Fellowship examinations, the candidate's ability to integrate his knowledge of the course materials with 'real world type' situation is tested. Trick questions are deliberately avoided, and the wording of each question is considered carefully to eliminate possible ambiguities.

A review of all examination questions is conducted by the Committee prior to the examination dates to assure their quality. In addition, the Committee evaluates the level of difficulty of the examinations to ensure consistency with examinations during the previous years.

Grading Process

Only the answer sheets determine the score. Marks on the examination booklet or the scratch paper will not be considered.

For written-answer questions, every effort is made to grade the answers according to completely objective standards. The anonymity of the candidates is fully preserved; subcommittee members see only a candidate number when grading an examination. Each examination subcommittee has a grading process to fit its own needs.

A subcommittee with a small number of papers to grade might work as follows:

One committee member would be assigned to grade each written-answer question. The grader starts with a grading outline which lists possible items that are relevant to the question and their numerical values set according to each item's importance.

The grader may give additional credit in recognition of a candidate's demonstrated overall grasp and understanding of the subject. All answers are measured against the grading outlines, to ensure that the same standards are applied to all candidates.

After grading the first few papers, the grader evaluates the grading outline in the light of responses. If there are additional items which deserve credit, the grader may then revise the grading outline and start over. Throughout the grading process, credit for items still not contained in the outline may be given.

After all papers and questions have been graded, a conversion scale determines the score each candidate receives for that examination.

Papers are retained for at most six months after the examinations to be available if questions or problems arise. After this, the papers are destroyed.

Determination of the Pass Mark

The objective of the examinations is to identify candidates who, as a pre-requisite to admission in the Society as a Fellow, demonstrate adequate knowledge of the course of reading, based on standards that are formulated and applied consistently from year to year.

The Committee sets a passing mark prior to the examinations. Candidates are not graded in competition with other candidates.

VIII. Suggestions for Candidates

Order for Taking Examinations

There is no prescribed order for taking examinations. However, all Fellowship examinations are constructed assuming that candidates are familiar with the material in the required Associateship readings.

Study Methods

Allocate sufficient time to cover each topic adequately. Allow for the length of the prescribed study material in your schedule. Maintain an interest in current developments. Knowledge of actual practice is often helpful. All material should be carefully studied.

Integrate material as you study. Compare programs, methods and so on. The more connections you can develop within the study material and between the study material and your other knowledge or experience, the keener your understanding and memory of the concepts presented will be.

Maintain contacts with other candidates and take advantage of the opportunity to discuss topics that you find difficult. Do not hesitate to consult established members of the profession in your own organization or elsewhere.

One good way to prepare for examinations is to pretend you are the examiner and to develop examination questions in order to gauge your understanding of the relative importance of the material presented.

Classes and Seminars

Most candidates either study by themselves or with a group that they have formed for the purpose. Other options are available. Some universities offer courses that closely parallel the course of reading prescribed by the Society.

Approaches to Writing Written-Answer Examinations

Written-answer questions are intended to elicit answers in essay and/or outline form. Numerical written-answer questions require extended numerical or formula solutions; the credit given is based not only on the correct results, but also on the steps used to derive these results.

Paper is provided at the examination room for your answers. You must take time to write legibly, since examiners can only give credit for what they can read.

Each written-answer question is assigned a specified number of points. The number of points indicates the relative weighting each question bears to the total examination and to the other questions, and suggests the relative time that you should spend on that question. Try to distribute the examination time

over all questions and to limit consideration of any question to the time proportionately allotted to it. It will usually be more profitable to write at least a brief answer to a question for which you are relatively unprepared than to spend time refining an answer to a question on which you are well informed. No extra points are given for padding an answer.

At the time of the examination, read each question thoroughly. Before making any attempt to write out the answer, be sure to understand what is being asked and try to organize your intended answer. It is most important that you answer the question that is asked and avoid digressing to another subject. It may be helpful to write a brief outline before beginning the actual answer. Avoid repeating the question in your answer, as it will not add points to your score, and you may waste valuable time. You do not have to answer the questions in any particular order. Some candidates prefer to answer the questions in the order given, while others read over the entire page, warm up on a question that comes easily, and gradually work into the more challenging questions. However, your solutions/answers must be submitted in the order of the questions. **The subcommittee will not grade solutions which are not presented in the proper order.**

You may find it helpful to jot down on a piece of scratch paper ideas that come to mind concerning both answered and unanswered questions. You may answer questions in outline form provided the meaning is clear. Another acceptable technique is to use one sheet of paper for "advantages" and another for "disadvantages". This allows you to go back and forth from one page to the other, putting down items as they occur to you. Use as much answer paper as needed. An orderly presentation can do no harm, and additional pages may result in putting down further facts and considerations which earn additional credit.

If you feel that there is a better answer or approach than that indicated in the Course of Reading (e.g., because of recent changes in regulations), it is acceptable to write this answer, although you should state at the outset that your answer differs from the Course of Reading. Of course, if you can also indicate the answer or approach given by the Course of Reading, thus demonstrating to the grader that the assigned material was read and mastered, this may increase your credits. Once the maximum number of points on a question has been achieved, however, there is no advantage to adding more to an answer. Obscure interpretations should not be read into a question, for each question is designed to be straightforward. Try to cover all aspects of the question in the answer and include pertinent facts and details in the answer even if, based on practical experience, they seem obvious. However, including any facts and details not pertinent to the question will not earn any additional credit and will waste examination time. Do not enlarge upon any one point to the exclusion of others. Try to state both sides of a question where they are called for in an answer. If time permits, review all answers given.

Questions may cross subject lines. You can prepare for this by thoroughly understanding the interrelationship of the various subjects within each course.

Since each question is graded separately, each of your answers must be self-contained. An answer must not say, for example, "Part of my answer to question 1 is found in my answer to question 3." Also, **EACH ANSWER MUST BE STARTED ON A NEW SHEET OF PAPER.**

IX. 2018 Fellowship Course of Reading

The following Course of Reading is a guide to those preparing for the ASP Fellowship examinations. The objective of the examinations is to test the candidates' ability to grasp the underlying principles and apply them in the solution of problems.

Every effort is made to keep the Course of Reading up to date. However, legislative or regulatory changes which would affect the answers to examination questions sometimes occur after the setting of the final Course of Reading. It would be useful to state also how the answer differs from the Course of Reading, if time permits.

If a paper or article from an actuarial or insurance publication is recommended for study, candidates should additionally study any discussions of the papers or articles published in the same volume, unless the Course of Reading or study notes indicates otherwise.

Candidates are generally expected to obtain their own copies of papers or articles referenced in the Course of Reading which are not study notes. However, if a candidate cannot locate a particular reference, the Society library can provide a copy of the required paper or article upon request. There will be a corresponding fee though for this service.

Occasionally, it may be necessary to change the Course of Reading for an examination after the publication of this Catalog. Such a change will be announced in a special notice to be mailed with your Ticket of Admission. If there is any conflict between information contained in this Catalog and that announced with the Ticket of Admission, the latter will govern.

For the examinees' convenience, the known public on-line sources of some materials are included. Please inform the Society if there are any copyright restrictions in downloading the said materials.

ASP Integrated Exam I

PHILIPPINE PRACTICE AND REGULATIONS FOR LIFE AND NON-LIFE INSURANCE COMPANIES (DEVELOPMENT, PRICING, DISTRIBUTION, VALUATION AND PFRS ACCOUNTING)

This course covers Philippine practice and regulation of life and nonlife products with respect to development, pricing, distribution, measurement of liabilities, investments and reinsurance.

The student is expected to:

- Understand the general principles of business law and legal issues relating to life and non-life insurance companies.
- Be familiar with the pertinent provisions of the Insurance Code and various laws and regulations governing the life and non-life industries.
- Understand regulations and practices for the development and sales of life, nonlife and medical plans.
- Understand the regulatory financial statements and reports of insurance companies and be able to analyze the financial data in the context of the Philippine Financial Reporting Standards.
- Understand how the different summary financial statements and the Philippine Annual Statements are prepared. The student must be able to realize how and how much a change in a particular accounting transaction will impact the summary financial statement and the Annual Statement.
- Understand the business of insurance as stated in the Insurance Code and other pertinent regulations/circulars with respect to capitalization requirement, assets, reserves, investments, reinsurance, etc.
- Understand and apply the valuation principles and other standards of actuarial practice issued by regulatory bodies and the Actuarial Society of the Philippines. The student is expected to be familiar with valuation methods and the use of appropriate valuation assumptions used. The student is expected to be familiar with the existing regulation on reserve valuation in the Insurance Code. The student must understand the relationship among valuation, pricing and the profitability of insurance operations.
- Familiarize with the limitations imposed by existing regulation on insurance company investments

A. Philippine Practice and Regulation For Individual Life Products

- *Insurance Code (Republic Act 10607), Chapters I, II, II-A, III to X (cover both Life and NonLife, exclude Chapter 3 Sections 202 – 214 which have been replaced Circular 65-2016 below)*
- Insurance Commission, *Circular Letter No. 1-2012, Investments in Mutual Funds*
<http://www.insurance.gov.ph/@dmin/upload/reports/CL%201%20-%202012.pdf>
- Insurance Commission, *Circular Letter No. 16-2006, Amendments to the Guidelines on Sales Illustrations for Life Insurance Proposals*. May 12, 2006
<http://www.insurance.gov.ph/@dmin/upload/reports/CL16-2006.pdf>
- Insurance Commission, *Circular Letter No. 23-2005, Guidelines on Sales Illustrations of Life Insurance Proposals*. August 3, 2005
<http://www.insurance.gov.ph/@dmin/upload/reports/circular23.pdf>
- Insurance Commission, *Circular Letter No. 27-2005, Expeditious Approval of Traditional Life Insurance Products. Pages 1-3, Annex A, C, XII-A, XII-B*
<http://www.insurance.gov.ph/@dmin/upload/reports/circular27.pdf>

- Insurance Commission, *Circular Letter No. 32-2011, Expeditious Approval of Life Insurance Products*.
<http://www.insurance.gov.ph/@dmin/upload/reports/CL%2032%20-%202011.pdf>
- Insurance Commission, *Guidelines on Variable Life Insurance Contracts*. July 2002.
- Philippine Financial Reporting Standard 4: Insurance Contracts
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/page/2/>
- Insurance Commission, Circular Letter No. 7-2012, Philippine Annual Statement Blank (includes for Non-Life Insurance) - *Student may use as reference material the Life Insurance Accounting by Noback*
<http://www.insurance.gov.ph/@dmin/upload/reports/CL%207%20-%202012.pdf>
- **NEW!** Insurance Commission, New Annual Statement Blank 2017
<https://www.insurance.gov.ph/wp-content/uploads/2018/04/Revised-Life-Annual-Statement.xlsx>
- Insurance Memorandum Circular 68-2016 Amended Risk-Based Capital (RBC2) Framework, Dec. 28, 2016.
<http://www.insurance.gov.ph/@dmin/upload/reports/IMC%206-2006.pdf>
- Insurance Commission, *Circular Letter No. 12-2009. Rules and Regulations on Reinsurance Transactions*, March 10, 2009.
<http://www.insurance.gov.ph/@dmin/upload/reports/CIRCULAR%20LETTER%2012.pdf>
- Insurance Commission, *Circular Letter No. 33-2013, Adoption and Implementation of the 2013 Market Conduct Guidelines*.
<http://www.insurance.gov.ph/@admin/upload/reports/CL%2033%20-%202013.pdf>
- Insurance Commission, *Circular Letter No. 66-2016, Valuation Standards for Life Insurance Policy Reserves*
<http://www.insurance.gov.ph/@dmin/upload/reports/CL2014-42-A.pdf>
- Insurance Commission, *Circular Letter No. 65-2016, Financial Reporting Framework – supersedes Chapter 3 Sec 202 – 214 of the insurance code (both Life and Non-Life)*
http://www.insurance.gov.ph/@dmin/upload/reports/CL2015_29.pdf
- Guidance Notes on Life Reserves, *Actuarial Society of the Philippines*
<Copy available on ASP Website Downloads Section>

B. Philippine Practice and Regulation For Non-Life Insurance Products

- Insurance Commission, *Insurance Memorandum Circular No. 4-2006, Compulsory Motor Vehicle Liability Insurance (CMVI) Coverage*. July 26, 2006
http://www.insurance.gov.ph/@admin/upload/reports/IMC_4_2006.pdf
- Insurance Commission, *Insurance Memorandum Circular No. 24-2006, Strict Implementation of the Minimum Rates for Earthquake and Fire and Shock and Typhoon and Flood*. May 26, 2006.
<http://www.insurance.gov.ph/@admin/upload/reports/CL%20%2024-2006.pdf>
- Insurance Commission, *Insurance Memorandum Circular No. 29-2006, Strict Implementation of the Minimum Rates for Earthquake and Fire and Shock and Typhoon and Flood*. July 27, 2006.
<http://www.insurance.gov.ph/@admin/upload/reports/CL%20%2029-2006.pdf>

- Insurance Commission, *Insurance Memorandum Circular No. 39-2006*, Strict Implementation of the Minimum Rates for Earthquake and Fire and Shock and Typhoon and Flood. December 7, 2006.
<http://www.insurance.gov.ph/@admin/upload/reports/CL%20%2039-2006.pdf>
- Insurance Commission, *Insurance Memorandum Circular No. 8-2007*, Maximum Commission Rate for Policies with a Single Composite Rate. April 23, 2007.
http://www.insurance.gov.ph/@admin/upload/reports/CL%20Comm%20Rates_8-2007.pdf
- Insurance Commission, *Insurance Memorandum Circular No. 30-2010*, Strict Implementation of the Minimum Rates for Natural Perils or Acts of Nature (AON) Endorsement on Motor Car Insurance Policies. October 26, 2010.
<http://www.insurance.gov.ph/@admin/upload/reports/CL%2030%20-%202010.pdf>
- **NEW!** Insurance Commission, 2017 Nonlife Annual Statement Template
<https://www.insurance.gov.ph/wp-content/uploads/2018/04/2017-NON-LIFE-ANNUAL-STATEMENT-TEMPLATE-Version2.xls>
- Insurance Memorandum Circular 68-2016 Amended Risk-Based Capital (RBC2) Framework, Dec. 28, 2016.
<http://www.insurance.gov.ph/@dmin/upload/reports/IMC%207-2006.pdf>
- Friedland, Jacqueline, et al, *Estimating Unpaid Claims Using Basic Techniques*, Casualty Actuarial Society, 2010 – Chapters 1-9
- **UPDATED!** Insurance Commission, *Circular Letter No. 18-2018, Valuation Standards for Non-Life Insurance Policy Reserves*
https://www.insurance.gov.ph/wp-content/uploads/2018/03/CL2018_18.pdf
- **NEW!** ASP Practice Guide (PG2018-1) Non-Life Claims Liabilities, *Actuarial Society of the Philippines*
<http://www.actuary.org.ph/wp-content/uploads/download.php?download=2018/07/Practice-Guide-for-NonLife-Claims-Reserving-v7.pdf>
- Society of Actuaries of Ireland, *The Role of Actuaries in Non-life Insurance Business*. February 2004
- Hidalgo, Augusto P., *Role of the Pricing/Reserving Actuary in a Non-Life Company from a Management Point-of-View*. Nov. 12, 2015.
<Copy Available on ASP Website Downloads Section, 2015 Convention Presentations>

ASP Integrated Exam II

SOCIAL INSURANCE, PRE-NEED, HEALTH CARE SYSTEMS, GROUP INSURANCE, EMPLOYEE BENEFITS AND TAXATION

This course covers social insurance (including Microinsurance), health care systems, pre-need, group insurance and employee benefits practices and regulations in the Philippines. It also covers practice and regulation of life insurance, non-life insurance and pre-need with respect to taxation. As Pre-Need is unique to the Philippines, the course covers Pre-Need practice related to pricing, distribution, and liability measurement.

The student is expected to:

- Understand the various ways the life, non-life and preneed companies are taxed.
- Know the history of the changes in taxation in the Philippines, especially documentary stamps tax, premium tax and value added tax among others and how they affect packaging and pricing of insurance and pre-need products.
- Know the pertinent provisions in the Insurance Code, the various implementing rules and regulations, and the Actuarial Society of the Philippines' standards of practice regarding group insurance, social insurance (including Microinsurance) and health care systems in the Philippine setting.
- Know the pension fund management practices in the Philippines as well as valuation methods and ASP standards of practice. Legal and taxation considerations in employee benefits are also covered.
- Understand Pre-Need regulations and practice, in particular, ASP standards of practice, actuarial models, pertinent provisions of the Pre-Need code, investments and valuation.

A. Social Insurance

- *Social Insurance*, ASP Study Notes, Actuarial Dept., Social Security System, Oct. 2004, Chapters 1 to 3, Annex A Social Security System (*Students should consider the current SSS benefits and contribution rates*)
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- *Insurance Code (Republic Act 10607)* Chapter II, Title 6
- Insurance Commission, *Insurance Memorandum Circular No. 1-2010*, Regulations for the Provision of Microinsurance Products and Services, Jan. 29, 2010
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- *Microinsurance Regulatory Framework*, by Technical Working Group organized by Dept. of Finance and supported by ADB-JFPR, Jan. 29, 2010
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- *Microinsurance National Strategy*, by Technical Working Group organized by Dept. of Finance and supported by GTZ MIPSS, Dec. 11, 2009
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- Insurance Commission, *Insurance Memorandum Circular No. 22-2016*, Regulations for the Provision of Health Microinsurance (MicroHealth) Products and Services, Apr. 11, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_22.pdf

- Insurance Commission, *Insurance Memorandum Circular No. 63-2016*, Enhanced Performance Indicators and Standards for Microinsurance 2016, Dec. 16, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_22.pdf
- *Social Security Act of 1997, Republic Act 8282*, All sections (Student may also refer to IRR of RA 8282)
http://www.sss.gov.ph/sss/uploaded_images/publications/SS_Law.pdf
- *Government Service Insurance System Act of 1997, Republic Act 8291*, All sections (Student may also refer to IRR of RA 8291)
<http://www.gsis.gov.ph/default.php?type=root&id=111>
- *HDMF Law 2009*, Republic Act No. 9679, All sections (Student may also refer to IRR of RA 9679)
http://www.pagibigfund.gov.ph/home_pdf/flip/hdmflaw2009/index.html
http://www.pagibigfund.gov.ph/home_pdf/flip/RA9679/index.html

B. Health Care Systems

- Republic Act 7875 (*National Health Insurance Act of 1995*) Articles I to VIII
http://www.philhealth.gov.ph/about_us/ra7875.pdf
- Republic Act 9241 (*An Act Amending Republic Act 7875, otherwise known as "An Act Instituting a National Health Insurance Program for All Filipinos and Establishing the Philippine Health Insurance Corporation for the Purpose*) Sections 1 to 5
http://www.philhealth.gov.ph/about_us/ra9241.pdf
- Republic Act 10606 (*National Health Insurance Act of 2013*) Sections 1 to 26
http://www.philhealth.gov.ph/about_us/ra10606.pdf
- PhilHealth Circular # 27 s2013. *CY 2014 PhilHealth Premium Contribution for the Employed Sector.*
http://www.philhealth.gov.ph/circulars/2013/circ27_2013.pdf
- PhilHealth Circular # 31 s2013. *All Case Rates (ACR) Policy No. 1 - Governing Policies in the Shift of Provider Payment Mechanism from Fee-for-Service to Case Based Payment. (Students are not expected to memorize the case rates.)*
http://www.philhealth.gov.ph/circulars/2013/circ31_2013.pdf
- PhilHealth Circular # 35 s2013. *ACR Policy No. 2 - Implementing Guidelines on Medical and Procedure Case Rates. (Students are not expected to memorize the case rates.)*
http://www.philhealth.gov.ph/circulars/2013/circ35_2013.pdf
- Insurance Commission, *Circular Letter No. 41-2016*, Minimum Capitalization and Financial Capacity Requirements for HMOs
http://www.insurance.gov.ph/@admin/upload/reports/CL2016_41.pdf
- Insurance Commission, *Circular Letter No. 20-2017*, Accreditation of HMO Actuaries. April 4, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/07/CL2017_20.pdf
- Insurance Commission, *Circular Letter No. 19-2017*, Guidelines on the Approval of HMO Products and Forms. April 4, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/07/CL2017_19.pdf

C. Taxation

- De Castro, Isagani, *Taxation Principles & Practice and Life Insurance Taxation*. (Students should consider the new provisions of R.A. 8424)
- *Republic of the Philippines Act No. 8424 (The Tax Reform Act of 1997)*. Section 27 (excluding 27(B)), 32, 34(A) to 34(F), 34(M), 37, 85(E), 123, 183 and 186.
- *Revenue Memorandum Circular No. 22-2010* - Publishes the full text of Republic Act No. 10001 entitled "An Act Reducing the Taxes on Life Insurance Policies, Amending for this Purpose Sections 123 and 183 of the National Internal Revenue Code of 1997, as Amended"
<ftp://ftp.bir.gov.ph/webadmin1/pdf/49843RMC%20No%2022-2010.pdf>
- *Revenue Memorandum Circular No. 30-2008* – Clarifies the taxability of Insurance Companies for Minimum Corporate Income Tax, Business Tax, and Documentary Stamp Tax purposes.
<ftp://ftp.bir.gov.ph/webadmin1/pdf/39621RMC%2030-2008.pdf>
- *Revenue Memorandum Circular No. 59-2008* – Amending Certain Portions of Revenue Memorandum Circular No. 30-2008 on the Subject of the Taxability of Insurance Companies for Minimum Corporate Income Tax (MCIT), Business Tax and Documentary Stamp Tax Purposes.
<http://salvadorlaw.com/files/documents/rmc-no.-59-2008.pdf>
- *Email Circular No. PIRA-023/2015* – PGMA veto amending RA No. 10001

D. Group Insurance and Employee Benefit Plans

- Insurance Code (Republic Act 10607), Chapter III-Title 9, Section 234
- Actuarial Society of the Philippines, *Guidelines for Actuarial Practice in Group Term Life Insurance* (Adopted 2000)
<to provide link>
- Cabading, Maricar, et al, *Private Retirement Plans in the Philippines*, Actuarial Society of the Philippines, 2005
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>
- Philippine Accounting Standards No. 19 – Revised (Effective January 2013)
<http://www.actuary.org.ph/wp-content/uploads/2013/10/course-4-C-05-PAS-19-Employee-Benefits-Accounting-Standards-Council.pdf>
- Actuarial Society of the Philippines, *ASP Guidance Note Clarifying Guidelines on Defined Benefit Pension Valuation Standards in accordance with PAS19* (Adopted Nov 2, 2016)
- Actuarial Society of the Philippines, *Standards of Practice for the Valuation of Retirement Plans* (Adopted November 18, 2005)
- Insurance Commission, *Circular Letter No. 23-2013*, Guidelines for the Approval of Personal Equity Retirement (PERA) Investment Products
<http://www.insurance.gov.ph/@admin/upload/reports/CL%2023%20-%202013.pdf>
- Rules and Regulations Implementing The Personal Equity and Retirement Account (PERA) Act of 2008 (Approved on October 21, 2009)

<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>

- Herrera, Henry Joseph. *PERA Opportunities for the Life Insurance Industry*, June 2010
<http://www.actuary.org.ph/actuarial-resources/downloads-and-archived/exam-catalogues-and-readings/>

E. Philippine Practice and Regulation For Pre-Need Products

- Republic Act 9829 An Act Establishing the Pre-Need Code of the Philippines (as approved Dec. 3, 2009), All sections.
- Insurance Commission. *Circular Letter No. 08-2012*, Allowable Investments for Pre-Need Trust Funds, March 15, 2012
http://www.insurance.gov.ph/@dmin/upload/reports/CL08_2012.pdf
- Insurance Commission, *Circular Letter No. 23-2012*, Valuation of Transitory Pre-Need Reserves
- Insurance Commission, *Circular Letter No. 34-2013*, Guidelines For Foreign Currency Denominated Investments
http://www.insurance.gov.ph/@admin/upload/reports/CL2013_34.pdf
- ASP Guidelines Governing the Implementation of Amended Pre-Need Rule 31, Issued January 16, 2008
<http://www.actuary.org.ph/wp-content/uploads/2013/02/ASP-Guidelines-Governing-Implementation-of-Amended-Pre-Need-Rule-31-PNUCA.pdf>
- Actuarial Society of the Philippines, *Standards of Actuarial Practice in Pre-need*. November 18, 2005, **All Articles Included**
<http://www.actuary.org.ph/wp-content/uploads/2013/02/standards-of-actuarial-practice-in-pre-need.pdf>
- Josef, Aida. *The Actuary in Pre-Need Plans*. ASP Proceedings Volume XIV, pages 124-131, including Discussion.
- Insurance Commission, Insurance Circular Letter No. 23-2016, Key Features of Micro PreNeed Products, Apr. 12, 2016 https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_23.pdf
- Insurance Commission, Insurance Circular Letter No. 11-2016, Standard Contract Provisions for Pre-Need Plans, Mar. 8, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_11.pdf
- Insurance Commission, Insurance Circular Letter No. 10-2016, Minimum Requirements for the Approval of Pre-Need Products, Mar. 8, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_10.pdf
- Insurance Commission, Insurance Circular Letter No. 14-2016, Filing of Pre-Need Annual Statements, Mar. 10, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_14.pdf
- Insurance Commission, Insurance Circular Letter No. 12-2016, Standard Format for Viability Study for Pre-Need Plans, Mar. 8, 2016
https://www.insurance.gov.ph/wp-content/uploads/2017/02/CL2016_12.pdf

X. Credits for Past Examinations

Courses/examinations passed under the 2008-2013 Syllabus may be credited towards the 2014 Examination Syllabus based on the following conversion table:

Scenario	ASP Course Passed	SOA FAP	FSA Module 1 (Financial & Health Economics Module)	FSA Module 2 Elective*	FSA Exam 1 (Core or Advanced)	ASP Integrated Exam I	ASP Integrated Exam II
1	Course 1	X					
2	Course 2		X	X			
3	Course 3		X	X			
4	Course 4		X	X			
5	Course 1 + 2	X			X	X	
6	Course 1 + 3	X			X		
7	Course 1 + 4	X			X		
8	Course 2 + 3			X	X		
9	Course 2 + 4			X	X		
10	Course 3 + 4			X	X		X
11	Course 1 + 2 + 3	X		X	X	X	
12	Course 1 + 2 + 4	X		X	X	X	
13	Course 1 + 3 + 4	X		X	X		X
14	Course 2 + 3 + 4		X	X	X		X

* - May be any other FSA Module except for FSA Financial and Health Economics Module

Candidates who completed their Associateship and/or Fellowship requirements under a previous syllabus or examination system should apply for admission within 10 years from date of completion of the examination requirements under that syllabus. For example, a candidate who completed Fellowship requirements under the 2013 syllabus will have to apply for admission as Fellow until 2023. Thereafter, he/she should comply with the Fellowship requirements at time of application.

Appendix A.

Topics Required under ASP's Validation by Educational Experience (ASP-VEE)

Applied Statistical Methods

To obtain credit for this topic, the candidate must show satisfactory proof of attendance in course(s) covering most of the subjects listed below:

1. Regression analysis
 - Least square estimates of parameters
 - Single linear regression
 - Multiple linear regression
 - Hypothesis testing and confidence intervals in linear regression models
 - Testing of models, data analysis and appropriateness of models
2. Time series/forecasting
 - Linear time series models
 - Moving average, autoregressive and/or ARIMA models
 - Estimation, data analysis and forecasting with time series models
 - Forecast errors and confidence intervals

Corporate Finance

To obtain credit for this topic, the candidate must show satisfactory proof of attendance in course(s) covering most of the subjects listed below:

1. Definitions of key finance terms: stock company; capital structure
2. Key finance concepts: financing companies; characteristics and uses of financial instruments; sources of capital; cost of capital; dividend policy; personal and corporate taxation
3. Factors to be considered by a company when deciding on its capital structure and dividend policy
4. Impact of financial leverage and long/short term financing policies on capital structure
5. Characteristics of the principal forms of financial instruments issued or used by companies, and the ways in which they may be issued
6. How a company's cost of capital relates to the investment projects the company wishes to undertake
7. Definitions of key finance terms: financial instruments – bond, stock, basic options (calls, puts); dividends; price to earnings ratio
8. Structure of a stock company and the different methods by which it may be financed
9. Calculate value of stocks
10. Measures of financial performance: balance sheet; income statement; statement of cash flows; financial ratios (e.g. leverage, liquidity, profitability, market value ratios); net present value: the payback, discounted payback models; internal rate of return and profitability index models
11. Assessment of financial performance using various measures: balance sheet; income statement; statement of cash flows, financial ratios (e.g. leverage, liquidity, profitability, market value ratios); net present value; the payback, discounted payback models; internal rate of return and profitability index models

Economics

To obtain credit for this topic, the candidate must show satisfactory proof of attendance in course(s) covering most of the subjects listed below:

1. Microeconomics
 - Interaction between supply and demand in the provision of a product and the way in which equilibrium market prices are determined
 - Elasticity of demand and supply and the effects on a market of different levels of elasticity

- How rational utility maximizing agents make consumption choices
 - How profit-maximizing firms make short run and long run production choices
 - Different types of competition, or lack of it, and the practical effect on supply and demand
2. Macroeconomics
- Structure of public sector finances of an industrialized economy
 - GDP, GNP, and Net National Product. How these concepts are used in describing the economy and in making comparisons between countries, and their limitations
 - Propensity to save or to consume by the private sector or the corporate sector and how it affects the economy
 - Impact of fiscal and monetary policy and other forms of government intervention on different aspects of the economy, and in particular on financial markets
 - Role of exchange rates and international trade in the economy and the meaning of the term balance of payments
 - Major factors affecting the rate of inflation, the level of interest rates, the exchange rate, the level of unemployment, and the rate of economic growth in the economy of an industrialized country.

Basic Non-Life

To obtain credit for this topic, the candidate must show satisfactory proof of attendance in course(s) covering most of the subjects listed below:

1. Basic insurance contracts, proposals and policy forms used in Non-Life insurance
2. General Non-Life Insurance principles
3. Basic principles underlying Personal Accident, Motor Car, Fire, Engineering, Marine and other Casualty Insurance, and Surety bonds
4. General overview of the Claims process under Non-Life
5. An overview of how reinsurance is used and affects non-life products

Appendix B.
Courses Accredited by ASP for VEE
(as of January 2013)

The following courses have been accredited by ASP for Validation by Educational Experience. A passing grade is required to obtain ASP-VEE credits.

VEE-Applied Statistical Methods

1. Ateneo de Manila University (ADMU)
AMF 131 – Time Series and Forecasting, taken during 1998 to present
2. De La Salle University (DLSU)
TIMESER or TIMEFOR - Time Series and Forecasting, taken during 1998 to present
3. University of the Philippines – Diliman (UP-D)
Statistics 136 – Regression Analysis AND Statistics 145 – Introduction to Time Series Analysis and Forecasting, taken during 1998 to present
4. ASP Courses
Course on Applied Statistical Methods: Econometrics, August 1 - October 3, 2007, conducted by Prof. Robert E. de Vera
5. All SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Applied Statistical Methods, taken during 1998 to present

VEE-Economics

1. Ateneo de Manila University (ADMU)
Economics 102 - Basic Economics, Agrarian Reform & Taxation, taken during 1998 to present
2. De La Salle University (DLSU)
 - a) INTRECO - Introduction to Economics, taken during 1998 to present
 - b) ECONONE - Basic Microeconomics and ECONTWO - Aggregate Economics, both taken during 1998 to present
3. University of Asia and Pacific (UA&P)
FOS 101 - Basic Economics, taken during 1998 to present
4. University of the Philippines – Diliman, Quezon City
 - a) ECON 101 - Macroeconomics and ECON 102 – Microeconomics, taken during 1998 to present
 - b) ECON 100.1 – Introduction to Macroeconomic Theory and Policy, and
 - c) ECON 100.2 – Introduction to Microeconomic Theory and Policy, both taken during 1998 to present

5. SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Economics, taken during 1998 to present

VEE-Corporate Finance

1. Ateneo de Manila University (ADMU)
FIN 120 – Financial Statement and Credit Analysis, taken during 1998 to present
2. De La Salle University (DLSU)
FINAMA2 - Financial Management 2, taken during 1998 to present
3. SOA-accredited Courses, Standardized Examinations and Other Educational Experiences for its VEE-Corporate Finance, taken during 1998 to present

VEE-Basic Non-Life

1. Basic Non-Life Insurance Course – for Actuaries

Accreditation of SOA Courses 2 and 4

Candidates who passed SOA's pre-2005 Courses 2 and 4, will be given ASP-VEE credits for Applied Statistical Method, Economics, and Corporate Finance, provided those SOA courses have been submitted to ASP for accreditation.

**ACTUARIAL SOCIETY OF THE PHILIPPINES
APPLICATION FOR 2018 EXAMINATIONS**

1. Full Name _____
 Surname Given Name Middle Name

If your name differs from that used in a previous application, please indicate prior name:

2. Date of Birth _____
 Month Day Year

3. Address _____
 _____ Tel. No.: _____

Please check if examination correspondence is to be mailed to this address.

4. A. If you are employed :
 Name of Employer _____
 Present Position _____
 Address _____

Please check if examination correspondence is to be mailed to this address.

B. If you are a student :
 Name of School _____
 School Address _____
 Course & Year _____
 Expected Date of Graduation _____

5. Examination (s) applied for (Please check)

Course Number	Date	Exam Fee
<input type="checkbox"/> ASP Integrated Exam I	June 4, 2018	Php 8,000
<input type="checkbox"/> ASP Integrated Exam II	June 8, 2018	Php 8,000
<input type="checkbox"/> ASP Integrated Exam I	December 3, 2018	Php 8,000
<input type="checkbox"/> ASP Integrated Exam II	December 7, 2018	Php 8,000

6. Have you registered for actuarial exams before? Yes No

7. Please indicate your ASP membership status:
 Non-member Affiliate Associate

8. Enter amount of examination fee (s) enclosed: P _____

" I have read the rules and regulations contained in the ASP Examination Catalogue concerning the examination(s) for which I am applying and agree to be bound thereby."

Signature _____ Date _____

For ASP use only: OR No. _____ I.D. No. _____

Submit on or before May 25, 2018 for June 2018 exams and on or before November 23, 2018 for December 2018 exams, with your payment. No late applications or payments will be accepted.