

IMPORTANT REMINDERS!

1. Kindly read the guidelines and fill-out the Sun Life Health Declaration form & New COVID19 Health Checklist Form. **(print 2 copies)**

2. Fill up IC Health Declaration Form online through the given link below or you may print the attached IC Health Declaration Form to be submitted to the proctor.

IC Health Declaration Form: <https://git.io/JqeBO>

New COVID19 Health Checklist Form: <https://git.io/JqeBG>

3. Please be at the venue 45 minutes before your scheduled time. Only those scheduled will be allowed entry to the building.

4. All examinees **MUST** present to the proctor a Government Issued Identification Card with photo and signature before the start of the examinations.

- a. TIN
- b. SSS of GSIS
- c. Passport
- d. Driver's License
- e. Senior Citizen ID
- f. For student/s, please provide NBI Clearance or Brgy. Clearance

5. In accomplishing the Answer Sheet, only pens with black and blue ink shall be allowed.

6. The proctor and examinees shall observe social distancing and respiratory etiquette for the duration of the examinations. Wear your mask and face shield at all times.

7. Accomplish a health declaration form. Any individual with temperature >37.5 and exhibiting any COVID-19 symptoms shall not be allowed entry to the testing site.

8. **Strictly no bags, books, mobile phones and wrist watches are not allowed in testing room.**

9. Leave the premises of the examination immediately after the examinations.

10. Bring your own pen (black or blue ink) and hand sanitizer/alcohol.

11. The examinees are requested to wear smart casual when taking the qualifying insurance examinations.