



ADVISORY NO. 08  
Series of 2016

T O : ALL LICENSED LANDBASED AND SEABASED AGENCIES

SUBJECT: **Updating of Agency Records**

In line with our continuing efforts to enhance the database of agency records and facilitate efficient and effective dissemination of information/dispatch of communications, all licensed landbased and seabased agencies are directed to update their official contact details using the attached form not later than 15 March 2016.

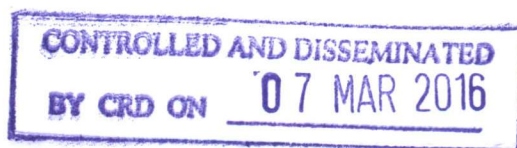
The agencies are also directed to provide the personal mobile number of their President/Proprietor/Partner, or their authorized representative, for easy accessibility in times of calamities, crisis, among others. The information will be treated as strictly confidential and will be used only for its intended purposes.

Further, the agencies are also required to update their signatory cards together with a copy of duly notarized Board Resolution authorizing the named person(s) to sign documents in behalf of the agency as well as the scope of their authority.

Effective 01 April 2016, only transactions of agencies that have submitted their latest signatory cards at the Licensing Branch, Licensing and Regulation Office, will be accepted at the said office.

We enjoy your full cooperation.

  
HANS LEO J. CASDAC  
Administrator



**Name of Agency:**

\_\_\_\_\_

**Official Contact Numbers:**

A. General Information that will be posted at the POEA website

Email : \_\_\_\_\_

Telephone Nos.: \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Fax : \_\_\_\_\_

Website (if any): \_\_\_\_\_

B. Mobile Number of President/Authorized Representative (strictly confidential and to be used in crisis situations only)

Name of President: \_\_\_\_\_

Mobile Number : \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Position : \_\_\_\_\_

Mobile Number : \_\_\_\_\_