

# Amending a Corporate Level 3 Licence

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Please note the following procedures:

- 1) Complete the application in full ensuring all questions have been answered.
- 2) Attach document(s) and provide written particulars where requested.
- 3) The “Declaration” section **MUST** be signed by you and before a witness.
- 4) The “Recommendation” section must be completed by an insurance company that you will be representing.
- 5) If you are applying for a licence to represent your own business you are required to register the business name with the Manitoba Companies Office at (204) 945-2500.
- 6) Attach a copy of the Business Name Articles to your application.
- 7) Attach your original licence to the application if available.
- 8) Attach the amendment fee of \$70.00, payable to the Insurance Council of Manitoba.
- 9) Attach a copy of your Errors and Omissions insurance in the amount of \$1,000,000 per occurrence with an overall policy aggregate of \$2,000,000.

**NOTE:** Applicants applying for a Level 3 Operating Designated Representative Licence must show eligibility by satisfying the licensing requirements of the General Insurance Agents Licensing Rules and *The Insurance Act* of Manitoba. Incomplete applications will be returned to the applicant.