

Amending/Transferring a Life and/or Accident & Sickness Licence

- 1) Complete the application in full. If your licence is to show an agency name, complete Question #7 noting the new business name and trade name (if any).
- 2) Question #22, the "*Declaration Section*" MUST be signed before a witness.
- 3) Question #23, the "*Recommendation Section*" must be completed by the insurance company sponsoring your licence.
- 4) Attach document(s) and provide written particulars where requested.
- 5) Attach your original licence to the application.
- 6) The amendment/transfer fee is \$70.00, payable to the Insurance Council of Manitoba. (per agent not per class of licence) if the transfer is completed at the same time.
- 7) Attach a copy of the Articles of Incorporation or Articles of Registration when amending the licence to reflect your own business name or a new business name (Manitoba Companies Office (204) 945-2500 to register/incorporate your Business Name in Manitoba).
- 8) Attach a copy of your Errors & Omissions Insurance Coverage. Pursuant to Section 371(1.1) of The Insurance Act of Manitoba and Section 12 of the Agents & Adjusters Regulation, you are required to carry a minimum of \$1,000,000 in respect of any one occurrence with an overall policy aggregate of at least \$5,000,000.
- 9) Non-Residents must attach an original "Certificate of Authority" (Non-Resident Endorsement Form) from your home jurisdiction not more than 60 days old. This non-resident endorsement form must also include a "history check" (a history check shows what exam(s) the agent has completed, how long the agent has been licensed, any breaks in licensing, and additional education that the agent has completed).

NOTE: *All applicants applying for a licence are required to comply with the licensing provisions as set out in the Life Insurance Agents and Accident & Sickness Insurance Agents Licensing Rules, Life Insurance and Accident and Sickness Agent's Code of Conduct and **The Insurance Act** of Manitoba.*