



Stay Compliant - Reporting Change Matters

At the Insurance Council of Manitoba, we strongly encourage all stakeholders to familiarize themselves with our [Conflict of Interest Guidelines for Additional Occupations](#). Adhering to these guidelines is crucial, as non-compliance can significantly impact your eligibility for licensure. Understanding and following these guidelines ensures transparency and integrity, safeguarding both your professional standing and the trust placed in our industry.

New Applicants to the Industry:

- **Disclosure Required:** Individuals considering a career as an insurance agent or adjuster and currently engaged in an additional occupation must provide full disclosure in their application.
- **Information to Include:**
 - **Employer Name:** The name of the organization you work for.
 - **Position Title:** Your full and accurate job title.
 - **List of Duties:** A detailed outline of your responsibilities.
 - **Official Job Description:** It's beneficial to submit a complete job description with your application, particularly if your file requires a review by the industry council. This is essential for determining any potential conflicts of interest, ensuring your eligibility for licensure is not compromised.
- **Potential Delays:** Please be aware that determining whether your occupation may present a potential conflict of interest could cause delays in the processing of your application. Ensuring consumer protection remains our top priority, and this thorough review is essential to maintaining trust and compliance within the industry.

By adhering to these guidelines and being proactive in your disclosures, you can help ensure a smoother licensing process.

Existing Licence Holders have a requirement to report within 15 days:

Licensees who take on additional occupations must report this [Material Change](#) to the Insurance Council of Manitoba within 15 days. Failing to do so can lead to significant delays in processing this material change within your file, may impact the status of your licence, and potentially result in a compliance issue for failure to provide the information within the required timeframe. This step is crucial in upholding consumer protection, which remains the ICM's primary function.

Please ensure timely compliance to avoid any potential issues.

INSURANCE COUNCIL OF MANITOBA

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