



Insurance Council of Manitoba

ADJUSTER SUPERVISION AGREEMENT

The holder of a Level 1 assistant adjuster licence must be supervised by a Level 2 or Level 3 adjuster licensee, who currently holds a licence in Manitoba, and who has held the Level 2 or Level 3 adjuster licence for at least three (3) continuous years immediately before the date of the declaration.

I acknowledge that, in accordance with the Insurance Adjusters Licensing Rules (the "Rules"), that a Level 1 Assistant Adjuster must not:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster licensed under the Rules;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by an individual holding a Level 2 or Level 3 adjuster licence; or
- act as the designated representative of an adjusting firm.

I, as the Level 2 or 3 Supervising Adjuster, certify that I currently hold a Level 2 or 3 insurance adjuster's licence in Manitoba. I undertake to provide for continuous supervision of the Level 1 assistant adjuster as named in this agreement. I understand and agree to abide by the provisions stated above and that should I be in breach of the agreement, the Insurance Council of Manitoba (ICM) has the authority to revoke my supervision status and/or impose disciplinary action including but not limited to fines and/or the revocation of my insurance adjuster's licence.

Level 2 or 3 adjuster (print and sign name)

Date

Full Name of Adjusting Firm, including any trade name(s)

I, as the Level 1 Assistant Adjuster requiring supervision, am applying to be the holder of a Level 1 Assistant Adjuster's Licence, and hereby agree to act under continuous supervision of the holder of a Level 2 or 3 insurance adjuster's licence as referenced above. I agree that I will not:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster licensed under the Rules;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by an individual holding a Level 2 or Level 3 adjuster licence; or
- act as the designated representative of an adjusting firm.

Level 1 assistant adjuster (print and sign name)

Date

A change in Supervising Adjuster requires full completion of a new Adjuster Supervision Agreement. The completed and signed Adjuster Supervision Agreement must be emailed to the ICM to contactus@icm.mb.ca.

Both licensees signing the Adjuster Supervision Agreement should retain a copy of the agreement for their records.

This agreement is in effect until terminated by written notification to or by the ICM. Written notice of termination must be provided to the ICM within 15-days of the termination date.