

**New Version of the
Insurance “Agent” Licence Application
available effective October 1, 2014**

The Insurance Council of Manitoba (ICM) has adopted a new two-page “Agent” application form which replaces the prior “Life and/or Accident & Sickness Application Form”, “Application for Individual General Agent/Broker Licence or Auto ONLY Licence” and “Application for General Direct Writer Agent/Broker Licence”.

This simplified application form was designed to alleviate delays in the licensing process arising from incomplete application forms and missing documentation, as well as address additional questions arising from the prior application form(s).

The ICM has taken into consideration many items that may delay a licence from being processed in a timely fashion. These items include:

- Ensuring the correct business name is outlined on the form reflecting the full legal name and/or trade name(s) in which the applicant will present itself to prospective clients and hold out to the public;
- Ensuring the additional occupation or other employment is outlined to the ICM with confirmation that the applicant will abide by the provisions of the [Conflict of Interest Guidelines for Additional Occupations](#);
- Ensuring that the applicant’s employment history is complete and accurate with gaps considered as periods of unemployment or as a student; and
- Ensuring applicants are provided with a “Quick Checklist” to assist them in producing all relevant and required information and/or documentation with their application form to process the licence.

The application is available on the ICM website under “[Printable Forms](#)” and within the respective class of agent licence. The ICM will accept the new version immediately. **[Form Number: (ICM-AGENT-09-2014)].**

Prior “Agent” applications will be accepted until December 1, 2014. From that date forward only the new form will be accepted. It is recommended that you replace any prior applications with the new version immediately to avoid confusion or delays.

Questions relating to this matter can be directed to contactus@icm.mb.ca.