Notice to Operating Agents / Direct Writer Appointees

Applications for NEW General Level 1 Licence Applicants Working Inside an Office

ATTESTATION REQUIRED

Posted May 22/20 (emailed May 22/20)

Emailed to all General Operating Agents and Direct Writer Appointees.

On May 15th, 2020, the Insurance Council of Manitoba (ICM) advised industry that the ICM will begin processing new General Level 1 applications, however **only applications that meet the below requirements will be accepted for processing:**

- the new General Level 1 applicant will be working **exclusively** inside the office of the general insurance agency and be supervised by a Level 2 or 3 Manitoba licensed agent; **and**
- that the Operating Agent/Appointee confirms this by written attestation for that applicant.

Each application for a new General Level 1 agent working inside the office of a general insurance agency must include a written attestation from the Operating Agent or Appointee for that specific applicant. *Please note that Operating Agents will be held responsible for their attestations; a false attestation may result in disciplinary action*.

To avoid processing delays, the Operating Agent's or Appointee's written attestation should be submitted within the submitted application form, not provided separately. The most effective way to do so is outlined below, using the existing "optional" comments box in the online application.

How to submit the Attestation within the submitted licence application:

- The Operating Agent or Appointee reviews the online application in its entirety as normal, and ensures the application is fully complete and all information is attached;
- If all information is fully attached, continue to click "Approve"; and
- A Comments Box will pop up (as sampled below) – the Operating Agent or Appointee should include their attestation in this box and click "Submit". Sample attestation wording that could be used is: *As the Operating Agent/Appointee, I confirm that this General Level 1 Applicant will be working exclusively inside our general insurance agency office and under the supervision of a General Level 2 or Level 3 licence holder licensed with our agency in Manitoba.*"

If a Level 1 licence application is submitted without this attestation in the Comments Box from the Operating Agent or Appointee, a member of our licensing team will email the Operating Agent or Appointee before being able to process the application, resulting in delays in processing and issuing the licence.

PLEASE NOTE: The ICM **will not** be processing any applications for new (never licensed in Manitoba) General Level 1 agent applicants who would be working from home.

Details of the most recent COVID-19 notice can be located on the ICM website and is entitled, "UPDATED INFO - NOTICE TO GENERAL AGENTS - COVID-19 (updated May 15/20)".

Insurance Council of Manitoba
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