



## Notice to all Manitoba Insurance Companies

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*You are receiving this email because you are the primary authorized appointee registered with the ICM. If you are not the correct recipient, please forward this email to the appropriate authorized appointee and notify the ICM office immediately.*

**To: All Manitoba Licensed Insurance Companies**

Licence renewal opens for all holders in May. Once the renewal period begins, each licence holder will receive an email notification informing them that they can proceed with renewing their licence. Agents must renew by May 31, 2025. Failure to renew will result in the inability to act as an insurance agent, and no compensation can be received for business activities.

**Cancellation/Termination Notices**

You must promptly notify the ICM when a licensee leaves or is no longer sponsored by the company. To do this, log into your [account](#), navigate to **Organizations**, select the organization under which the licence holder is licensed, and then choose **Licences - Manage Cancellation(s)**.

Regularly review the list of licensees available through the [Licence Search](#) on the ICM website to ensure it matches your records. This information is updated in real-time, and consumers rely on its accuracy. Report any discrepancies to the ICM immediately.

Regards,

**INSURANCE COUNCIL OF MANITOBA**

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