



## Online Licence Renewal Open Reminder Notice to Renew

Emailed May 9, 2025

The ICM recommends that you renew immediately to avoid potential delays which could prevent you from meeting the deadline.

### To: Licence Holders with the Insurance Council of Manitoba

You are receiving this email as a reminder to renew your Manitoba Insurance Agent/Adjuster Licence(s).

#### **To renew:**

Log in to the [On-line Portal](#) to renew your licence. Click on “**Licences**” and then “**Online Renewal**” to begin the process. For assistance, please view the [User Guides and FAQs](#), along with Renewal 2025 Communication on the [Licence Renewal](#) page on the ICM website. *During the renewal period, we receive a high volume of inquiries. To ensure we can assist everyone efficiently, we will not return phone calls or emails that address questions already covered in the User Guides and FAQs.*

#### **Important Information:**

The Operating Agent/Designated Representative of the agency/adjusting firm must renew their licence before any other licensee in the organization. ***Not applicable to Life, Accident & Sickness, RIA, and Hail licence holders.***

#### **Renewal Deadlines:**

**Agent Renewal – must renew prior to May 31, 2025**

**Adjuster Renewal – must renew prior to June 30, 2025**

#### **If you do not renew by May 31 (for Agents):**

You would be unable to act as an agent to conduct insurance business, including selling, transacting, servicing insurance, or providing advice to consumers. Your agency or sponsoring insurance company would be promptly informed of your licence expiration. To reinstate your licence, you must complete and submit a reinstatement application, along with the annual licensing fee **and** a \$70.00 reinstatement fee per licence.

#### **INSURANCE COUNCIL OF MANITOBA**

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