



Restricted Insurance Agent (RIA) Renewal Checklist

1. BEFORE YOU RENEW

- Confirm the RIA entity and/or Sponsor name on your licence is correct
 - If the RIA entity and/or sponsor name on your licence has changed, you must submit an **amendment application** before renewing. Refer to [User Guide – How to Amend a Licence](#) for instructions.
- If there is a change to the Designated Official (D/O) on file for the RIA entity, submit the required paper application to the ICM using the [Restricted Insurance Agents – Incidental Sale of Insurance](#) form and await confirmation that the change has been completed before proceeding.
- If applicable, ensure you have your current Errors & Omissions (E&O) insurance information available, as it will be needed to complete your renewal.
- Report any material changes that you have not previously disclosed to the ICM. Refer to [When to Notify Council of a Change in Information](#).

2. RENEWAL STEPS

- Log in to the [online portal](#). Click “**Licences**” → then “**Online Renewal**”
- Complete the renewal application
 - Renewal applications may be placed under review based on the information provided. If additional information is required, the ICM will contact you by email using the address on file.
- Submit payment
 - Payment may be made by **Visa, MasterCard, or American Express**. If you have a prepayment or credit on your account, the system will notify you during checkout.

3. FINAL REMINDER

- Renewal due dates
 - **Agents:** May 31 at 11:59 PM CST