



#### 4. Conditions of Authorization

##### Licence Term and Fees

- All licences issued by the Insurance Council of Manitoba expire annually on June 30 (Section 385(4) of *The Insurance Act* of Manitoba), unless suspended or cancelled earlier.
- Individuals who are licensed prior to June 30, 2026 and intend to continue working beyond that date must renew their licence for the next licensing year.
- Individuals who wish to become licensed before June 30, 2026 and beyond June 30, 2026, will be required to pay both the current and subsequent annual licence fees.

#### 5. Confirmation

The Insurance Council of Manitoba (ICM) will provide written confirmation of approval, granting the above-named adjusters temporary authorization to act on behalf of the firm **strictly for disaster response purposes**. No individual listed herein is authorized to act on behalf of the firm unless and until written confirmation of approval has been issued by the ICM.

#### 6. Designated Representative Declaration

##### As the Designated Representative, I certify that:

- All individuals listed are under my management and overall supervision, and will only conduct adjuster activities under the name of the firm listed above.
- All Level 1 Assistant Adjusters will be supervised in accordance with Manitoba Licensing Rules by a Manitoba-licensed Level 2 or Level 3 adjuster (as identified above).
- I take full responsibility for ensuring that all listed individuals comply with *The Insurance Act* of Manitoba, its Regulations, the Licensing Rules, and the Code of Conduct.
- The individuals listed above are authorized to act on behalf of the firm named above **solely for the purposes of disaster response**, subject to written approval by the Insurance Council of Manitoba.
- I remain fully responsible for all adjusting activities carried out by the firm and the individuals listed herein.
- I confirm that all listed individuals will be covered under the firm's Professional Liability as required by Regulation 389/87R.
- For each individual listed on this application, a complete online application, including supporting documentation and applicable fees, will be submitted within 60 days of this authorization to the Insurance Council of Manitoba.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Submission

Email to [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca)