



Agent Licence Renewal – Closed

Emailed June 2, 2026 to all Operating Agents

The Insurance Council of Manitoba (ICM) agent/broker licence renewal for the 2026-2027 period is now complete.

Any agent/broker who has not renewed their licence is considered unlicensed effective June 1, 2026. As such, they are not authorized to act as an insurance agent or broker, nor are they permitted to receive compensation for any new business written. Please note that licensing status is updated regularly and may change on a daily basis. You can verify licence status at any time through the ICM website using the [Licensee Search](#) and [Agency and Sponsor Search](#) tools.

Applicants seeking licence reinstatement must complete an online reinstatement application. Instructions for this process are provided in the [User Guide - to Reinstate a Licence](#). Confirmation of reinstatement will be sent to the agent/broker by email.

As the Operating Agent of the agency/brokerage, please note that you are required:

- to implement reasonable screening procedures to determine an applicant's suitability to receive an insurance agent's licence;
- to submit an application for a new employee and to ensure that a valid licence has been **issued by the Insurance Council of Manitoba prior to** that applicant acting as an agent;
- to ensure that no employee, director, or partner who is not licensed acts as an insurance agent;
- to ensure that proper and adequate supervision of employees is provided at all times (refer to the [Licensing Rules](#) and [Code of Conduct](#)) by a Manitoba licensed Level 2 or 3 General Agent;
- to ensure that proper and adequate management of each office (head office and any branch offices) have a Manitoba licensed Level 3 General Agent managing the office;
- to **immediately** notify the ICM, at any time during the licensing year, if a licence holder leaves the agency, providing the reason and effective date. To do this, log into your [account](#), go to **Organizations**, select the organization under which the licence holder is licensed, and then choose **Licences - Manage Cancellation(s)**;
- to **immediately** notify the ICM in writing of any change of Operating Agent;
- to ensure compliance with *The Insurance Act* of Manitoba, its Regulations, its Rules, and the Code of Conduct;
- to ensure that errors and omissions (E&O) insurance is maintained in accordance with the Regulations;
- to ensure that every agent licensed with the agency is covered under the agency's E&O insurance, regardless of if they are an independent contractor or an employee;
- to ensure that errors and omissions insurance is kept current in the [ICM Licensing Portal](#) (NOTE: failure to keep the E&O current within the online system would result in the **general** licences affiliated with the agency being disqualified (Life and A&S licences with the agency are required to update their own E&O even if they are covered under the agency E&O policy) – [refer to the information on the ICM website](#) for details);
- to report any material changes to the ICM within 15 days (Council considers a material change to include **any** material fact which may influence Council to amend or review a licensee's licence(s). Refer to the [Material Changes - When to Disclose them to the ICM](#) available on the ICM website; and
- to ensure that the agency, and/or its licensees, does not represent or hold themselves out to the public in any other name than is stated on the licence, **which would include all social media references, email signatures, letterhead, business cards, signage**, etc.

Please note that licensing status is updated regularly and may change daily. Current licence status can be verified at any time through the ICM website using the [Licensee Search](#) tool.

If you have any questions, please contact a member of Council's licensing team at contactus@icm.mb.ca.

INSURANCE COUNCIL OF MANITOBA

contactus@icm.mb.ca

www.icm.mb.ca