

Licence Renewal will be open to all licensees on **Monday, May 1, 2017**. Email communication will be sent to all licensees once renewal is open.

Prepayment of licence fees for your agency/adjusting firm

If your agency/adjusting firm intends to pre-pay the licence renewal fees of multiple licensees, you must create an “invoice” within the online portal and full payment totaling the “invoice” amount must be made to ICM via **cheque, money order or cash in advance of the licensee(s) completing their renewals**. Licenses cannot be renewed without payment, and credit card payments are not currently accepted as bulk payments from organizations for pre-payment. Credit card payments are, however, accepted individually in the online licence renewal system when renewing an individual licensee. To view a brief step-by-step guide on the creation of invoices, please view the ICM website here.

Operating Agent/Designated Representative (Corporate Licence) must renew their licence before other licensees in that agency/firm

The licence of the Operating Agent/Designated Representative of the Agency/Adjusting Firm must be renewed **before** any other licensee in the organization. This allows the Operating Agent/Designated Representative to confirm many requirements such as the coverage for Agency/Adjusting Firm Liability Insurance (Errors & Omissions), confirmation that all employees of the agency/adjusting firm transacting insurance business are duly licensed, and notification of any regulatory violation by a licensed employee which was not previously reported to the ICM.

If a licensee tries to renew their licence before the Operating Agent/Designated Representative, they may not be able to continue past Step 3 of the renewal process. This will ultimately cause a delay in that licensee’s renewal.

Should you have any questions regarding the renewal process, feel free to contact the ICM’s Licensing department at contactus@icm.mb.ca or by phone at (204) 988-6800.

Insurance Council of Manitoba

www.icm.mb.ca

contactus@icm.mb.ca

Phone: 204-988-6800