

## ICM 2017-2018 Licence Renewal Will Open Soon

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On-line renewal of restricted insurance agent (RIA) licenses is fast approaching. Licence renewal information will continue to be updated on the ICM website [here](#). An email notice will be sent to the RIA entity's Designated Official once licence renewal is officially open. Ensure your email address is current within the [On-line Portal](#).

The Insurance Council of Manitoba (ICM) recommends that you renew the RIA entity licence(s) immediately after receiving notification that the link is active and open, and well in advance of the renewal date. If issues occur with the entity renewal application, and the entity licence is not issued prior to the renewal deadline, the entity and its employees **will not be licensed or authorized** to conduct insurance business after the existing entity licence has expired.

### **Prepare for the renewal process:**

- **Amendments to the entity licence must be made in advance of renewal.**  
Amendments to an organization name cannot be completed during on-line renewal and must be submitted to the ICM via original paper format. A new fully completed [application](#), including required documentation, and the amendment fee of \$70.00 paid by cash, money order or cheque, must be submitted to the ICM office immediately when an amendment is warranted. A licensee can only hold out in the manner in which the licence is issued with the ICM (Section 391 of [The Insurance Act](#) of Manitoba).
- **Have your user ID and password.**  
Your User ID is the first set of numbers in the entity licence number (e.g. Licence #RIA-60000-55555-2016, the user ID is 60000). Can't remember your password? Obtain a temporary one via a system generated email by clicking "*Forgot your password?*". This password will be emailed to the email address as filed with the ICM.
- **Check your email address for correctness.**  
Email is the ICM's primary form of communication with licensees. Ensure you have entered the correct email address within the [On-line Portal](#).
- **If required, have a copy of your valid E&O policy.**  
Not required if member of the Canada Deposit Insurance Corporation or a credit union under The Credit Unions and Caisses Populaires Act.
- **Have your payment ready or ensure payment has been received and added by ICM on your behalf.**  
There are two (2) options to pay:
  1. Pay by Credit Card (Visa or MasterCard **only**) if paying online during the completion of the licence renewal; or
  2. Use a prepayment that was previously provided to the ICM by cheque, money order or cash. You must ensure that the payment is sent to the ICM and added to the portal before attempting to renew. Ensure sufficient time is allowed for this option. For your reference, licence fees are listed under the *Insurance Agents and Adjusters Fees Regulation* [73/93](#).

**Insurance Council of Manitoba**

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