



Termination Notice to the ICM
Suite 466 - 167 Lombard Avenue, Winnipeg, Manitoba R3B 0T6
Tel: (204) 988-6800 contactus@icm.mb.ca www.icm.mb.ca

When an agent's or adjuster's authority to represent an insurance company, agency or firm has ceased, the ICM requires written notification to remove that agent or adjuster as a representative of the organization. Notification should be provided to the ICM immediately, and must be received within 15 days. Once the termination has been communicated to the ICM, the licensee's status will be updated and be reflected on the [ICM website](#) in real time.

Written notification is only accepted from one of the below authorized persons:

- the authorized appointee with the sponsoring insurance company which has sponsored the Insurance Agent licence; or
- the Operating Agent with the General Insurance Agency which is sponsoring the insurance agent/broker licence; or
- the Designated Representative with the Adjusting Firm which is employing the insurance adjuster.

**All fields are required to be completed by the
Sponsoring Insurance Company, General Insurance Agency or Adjusting Firm**

Full Name of Sponsoring Insurance Company / General Insurance Agency / Adjusting Firm _____

Printed Name of Authorized Person providing termination notice _____ Signature _____ Date _____

Full Legal Name of Licensed Agent/Adjuster who is being terminated: _____

Effective Date of Licence Termination: _____ at 12:01 a.m.

Reason for Termination (Note any regulatory or criminal concerns): _____

Termination notices can be provided to the ICM office via email: contactus@icm.mb.ca.