



Notice to all Restricted Insurance Agents (RIA) Designated Officials

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The 2019-2020 online licence renewal is open to select users.

Agent Renewal Deadline – your licence must be renewed prior to May 31, 2019. If you do not renew, you will no longer have a valid licence, and will not be able to transact insurance in Manitoba.

What should I do prior to renewing my licence?

1. Review the [Licence Renewal](#) page on the ICM website, including the User Guides and Frequently Asked Questions (FAQ's). **Due to the volume of enquiries during renewal, phone calls or emails from licensees with questions that are answered within the User Guides or FAQ's will not be returned.**
2. Review the 'reminders to prepare for renewal' available on the website [here](#).

What are my Responsibilities as a Designated Official?

- Any material changes to information contained in the RIA application must be reported in writing to the ICM within 15 days.
- Current E&O information is required for the full duration of the RIA licence and this information must be maintained **and** kept current within the [online portal](#) on an ongoing basis. Failure to do so would result in the disqualification of the licence on the date the E&O expired within the online portal.
- The Designated Official must ensure all employees offering insurance products on behalf of the RIA entity:
 - hold out and conduct business only in the manner in which the RIA licence reads by means of business cards, social media, letterhead, signage, etc.;
 - have appropriate supervision with regard to their insurance activities under the licence;
 - are knowledgeable, competent and suitable taking into account the class or type of insurance;
 - comply with the policies and procedures of the RIA entity; and
 - meet all further responsibilities as outlined in Section 30 of [Regulation 389/87](#).

I am ready to renew, what are the steps?

NOTE: There are approximately 15,900 licenses being renewed. You may find the system slow during the first week of renewal. If this occurs, attempt to renew your licence 24-48 hours later.

1. Log in [here](#) 24 hours a day / 7 days a week to renew your licence.
2. Follow the steps in the applicable [User Guide](#) available on the ICM website under the Licence Renewal 2019 link.
3. You will require your User ID (as stated above by your name) and password. If this is your first time logging in to the online portal or you have forgotten your password, click "*Forgot your password?*" and provide your email address and User ID to obtain a new password.
4. Click on "Licences" and then "Online Renewal" to begin the process.

INSURANCE COUNCIL OF MANITOBA

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