



## Notice to all Manitoba General Operating Agents Emailed June 3, 2019

Posted Jun 4/19

The Insurance Council of Manitoba (“ICM”) licence renewal for 2019/2020 is now complete. Please review the list of licensees on the ICM website under “[Licence Search](#)” for the specific insurance agency listed above to ensure all individuals are properly licensed with Council. Any agent/broker who failed to renew their licence is unlicensed effective June 1, 2019, and may not act as an insurance agent/broker or be paid for new business written. The applicable “[application](#)” is required to be completed by the individual for consideration of reinstatement. Notice of completion of the reinstatement will be provided to the agent by email. **Any agent/broker who has a gap in licensing history must not act within the definition of an agent during that unlicensed period.**

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);
- to immediately notify the ICM in writing, at any time during the licensing year, if a licence holder leaves the agency, providing the reason and effective date of termination. Use of the [ICM’s Termination Form](#) is encouraged;
- to ensure compliance with The Insurance Act of Manitoba, its Regulations, its Rules and the Code of Conduct;
- to ensure that errors and omissions 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 if they are an independent contractor or an employee;
- 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). Page 9 of the [Fall/Winter 2016 Council Report](#) lists examples of common material changes that may affect one’s licensing status.); and
- to ensure that the agency, and/or its licensees, do not represent or hold themselves out to the public in any other name than is stated on the licence.

Agent/broker licensing status is subject to change on a daily basis. You may check an agent/broker licensing status at any time on the ICM website at [www.icm.mb.ca](http://www.icm.mb.ca) under “[Licence Search](#)”.

As a reminder, due to the success of the online portal, paper applications for “amendments” or “transfers” of a currently active licence are no longer accepted as of **June 1, 2019**. These types of applications, along with applications for NEW applicants, **must** be submitted through the [online portal](#) only.

**INSURANCE COUNCIL OF MANITOBA**

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