



## Online Licence Renewal Open Reminder Notice to Renew

Posted Apr 29/21 (emailed to all licence holders Apr 29/21)

*Emailed to all licence holders that have not yet renewed their Manitoba Insurance Agent/Adjuster Licence(s).*

*You are receiving this email because you have not yet renewed your Manitoba Insurance Agent/Adjuster Licence(s).*

**Important Deadlines: Must renew prior to May 31, 2021 for agents or June 30, 2021 for adjusters**

Instructions to renew your licence, along with the On-line portal link, User Guides and Frequently Asked Questions (FAQ's) are available on the ICM website under "[Licence Renewal](#)". 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.

### **Prior to renewing:**

Review the below notices:

- 1) [Final Reminder Notice - CE's to be completed PRIOR to 2021 Renewal](#)
- 2) [NOTICE - Reminder Notice PRIOR to Opening Licence Renewal - all licence holders](#)
- 3) [NOTICE - Licence Renewal Open to all licence holders](#)

### **To renew:**

Log on to the [module](#) using your User ID (as indicated at the top of this email) and password. *If you have forgotten your password or have not received a password, click "Forgot your password?" and a temporary password will be emailed to you at the email address that you have provided to the ICM.*

The ICM recommends that you renew your licence(s) immediately to avoid potential delays which could prevent you from meeting the 2021 licence renewal date.

### **Failure to renew by May 31 (applicable to Agents):**

You would not be able to act as an agent and would be unable to carry on the business of insurance (would be unable to sell, transact, and/or service insurance and be unable to provide advice to consumers); your agency or sponsoring insurance company would be notified immediately of the expiry of your licence; and if you wish to apply under the reinstatement process, you would be required to complete and submit an online [reinstatement](#) application, along with the annual licensing fee **and** the reinstatement fee of \$70.00.

**Insurance Council of Manitoba**

[www.icm.mb.ca](http://www.icm.mb.ca)

[contactus@icm.mb.ca](mailto:contactus@icm.mb.ca)