



AGENT Licence Renewal CLOSED

Emailed & posted June 3/24 – sent to all Operating Agents

Sent to all Manitoba Licensed Operating Agents

The Insurance Council of Manitoba (“ICM”) AGENT licence renewal for 2024/2025 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, 2024, and may not act as an insurance agent/broker or be paid for new business written. An online reinstatement application is required to be completed by any applicant wishing to be considered for reinstatement (information on how to reinstate a licence is outlined within the [User Guide - to Reinstate a Licence](#)). 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](#)) by a Manitoba licensed Level 2 or 3 General Agent;
- to ensure that proper and adequate management of each office (head office and any branch offices) have a Manitoba licensed Level 3 General Agent managing the office;
- 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 **immediately** notify the ICM in writing of any change of Operating Agent;
- to ensure compliance with *The Insurance Act* of Manitoba, its Regulations, its Rules, and the Code of Conduct;
- to ensure that errors and omissions (E&O) 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 ensure that errors and omissions insurance is kept current in the [ICM Licensing Portal](#) (NOTE: failure to keep the E&O current within the online system would result in the **general** licences affiliated with the agency being disqualified (Life and A&S licences with the agency are required to update their own E&O even if they are covered under the agency E&O policy) – [refer to the information on the ICM website](#) for details);
- 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). Refer to the [Material Changes - When to Disclose them to the ICM](#) available on the ICM website; and
- to ensure that the agency, and/or its licensees, does/do not represent or hold themselves out to the public in any other name than is stated on the licence, **which would include all social media references, email signatures, letterhead, business cards, signage, etc.**

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

If you have any questions, please contact a member of Council’s licensing team at contactus@icm.mb.ca.

Insurance Council of Manitoba

www.icm.mb.ca

contactus@icm.mb.ca