

## Canadian Council of Insurance Regulators Application for Insurer's Licence

### FOR OFFICE USE ONLY

Licence Fee	\$	Date :	Receipt no.	Licence no.
Filing Fee	\$	Processed by :		Date :
Total Fee	\$	Approved by :		Date :

#### STATUTORY DECLARATION

I, the undersigned, an authorized representative of the applicant, do certify that the information and documents provided in support of this application are complete and truthful in all respects and that the applicant has complied with the requirement of the laws of all provinces to which it has applied for a licence and/ or the laws of the parliament of Canada governing the activities of the corporation, including regulations adopted by these laws, and hereby undertake to notify the licensing regulators(s) of any material change that may affect this application.

(Applicant)	Sworn before me at _____	
(Authorized Representative)	this day of _____	(Commissioner of Oaths)

(An authorized representative is the attorney for service/chief agent/chief representative or a duly appointed officer of the corporation.)

<b>The incorporating regulator in Canada is/will be</b>	
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The **incorporating regulator** in Canada is the regulatory authority in the jurisdiction of incorporation for Canadian companies or OSFI for non-marine branches of foreign companies. **Licensing regulators** are the other regulators in the Canadian jurisdictions in which the applicant is licensed or is seeking a licence.

This application has been designed to communicate the information and documentation requirements of the various Canadian regulators in their capacity either as a licensing regulator or as the incorporating regulator and should be submitted to each jurisdiction for which the applicant is seeking a licence or an amendment thereto. The information needs of the incorporating Canadian regulator will normally exceed those of the licensing regulators. **It should be noted that the review of a licence application is a professional assessment and information in addition to that contained in this application form may be requested by individual regulators. Each jurisdiction remains free to impose regulatory or administrative requirements in addition to those provided for in this form.** There are seven appendices (Part G) attached to this application form. Information contained in Parts A, B, C and Appendix I of this application is an integral part of each jurisdiction's licensing data base and changes to any of the data, including certified copies of amendments to articles of incorporation/constating documents, should be reported to each jurisdiction on a timely basis.

New Licence       Amended Licence

A **new licence** is the first licence in a jurisdiction. An **amended licence** is the addition or deletion of classes of insurance to an existing licence. Applicants for a **new licence** must complete the entire application except for part D. Applicants for an **amended licence** are required to complete only parts A, B, D and F, if applicable.

Renewal Licence		Renewal Fee		Renewal Jurisdiction	
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Not all jurisdictions issue renewal licences; most, including those jurisdictions that do not issue renewal licences, will request confirmation of licensing data by way of a turn-around document and provide a calculation of the renewal fee, if applicable (Alberta, Quebec, Ontario and Newfoundland, for example, will **not** use this application form); however, some jurisdictions will send out this application form and request the applicant to complete parts A, B, C and Appendix I and to calculate the renewal fee based on information in Appendix VI. British Columbia does not issue renewal licences and will **not** use this form. It requires the registrant to calculate the annual fee and make the annual filing in accordance with the legislative annual filing requirements (see appendix VI).

**Canadian Council of Insurance Regulators  
Application for Licence to Undertake Contracts of Insurance**

**PART A THE APPLICANT (all applicants)**

<b>1</b>	<b>Name</b>		
<b>2</b>	<b>Head office</b>		
		Tel. :	Fax :
<b>3</b>	<b>Chief business office in Canada (if head office is outside Canada)</b>		
		Tel. :	Fax :
<b>4</b>	<b>Electronic Communications</b>	Corporate contact :	
		E-mail address :	
<b>5</b>	<b>Incorporation</b>	Date :	Jurisdiction :
		Type (stock, fraternal, mutual, reciprocal, etc.) :	
<b>6</b>	<b>Licence limitations</b>	Reinsurance only :	Discontinuing :

**PART B CURRENT LICENCE STATUS (all applicants)**

1. Complete as follows : Y = licensed N = not licensed

	OSFI	NF	PE	NS	NB	PQ	ON	MB	SK	AB	BC	YK	NT
<b>Currently licensed in/by :</b>													

2. The applicant is currently licensed in one or more of the following jurisdictions outside Canada :

3. Has the applicant ever been refused a licence or is it currently operating in any jurisdiction under a licence that is subject to a condition ? Please provide details and contact person in the relevant jurisdiction.

**Canadian Council of Insurance Regulators  
Application for Licence to Undertake Contracts of Insurance**

<b>PART C      CLASSES OF INSURANCE (new and renewals)</b>
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For new licence applications, indicate each class of insurance being applied for per jurisdiction by writing or typing a «Y». Please list any additional classes not specified below in the blank unshaded spaces provided (classes of insurance are not harmonized in Canada). For renewal licences, please indicate the classes of insurance currently being written in each jurisdiction.

Classes applied for	OSFI	NF	PE	NS	NB	PQ	ON	MB	SK	AB	BC	YK	NT
Accident & Sickness													
Aircraft													
Automobile													
Boiler and Machinery													
Credit													
Fidelity													
Hail													
Legal Expense													
Life													
Liability													
Marine													
Mortgage													
Property													
Surety													
Title													

In Saskatchewan, Accident and Sickness are separate classes of insurance and should be shown separately in the blank unshaded spaces provided.

<b>PART D      PROPOSAL FOR AMENDED LICENCE (applicants for amended licence only)</b>
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Deletion of following classes of insurance :	
Addition of following classes of insurance :	

The applicant for a licence amendment should include, as an attached document, a narrative that provides the following information:

- reasons for the amendment, including its overall financial impact on the company ; and
- for new classes, a description of all new policy types, the method of distribution and the budgeted volumes for each jurisdiction

**Note:** Information requested in Part D should be submitted to licensing regulators only after the amended licence has been approved by the incorporating regulator.

**Canadian Council of Insurance Regulators  
Application for Licence to Undertake Contracts of Insurance**

<b>PART E      DOCUMENTATION REQUIRED (applicants for new licence only)</b>
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**An application is not considered made until all required documents have been submitted. Any documents not submitted with this application must be accompanied by a separate sworn statutory declaration. Applicants are strongly encouraged to submit the application only after all documentation has been completed in full.**

The following documentation is common to a new licence application filing in all Canadian jurisdictions regardless of whether the jurisdiction is the incorporating or licensing regulator. For both the **core** and **supplemental** packages, please indicate, by recording a « Yes » in the right hand column labelled « Attached ? », if the documentation has been included in the filing.

**Core Documentation Package**

Ref.	Document	Attached ?
1	Certified copies of articles of incorporation/constating documents, including by-laws, regulations and amendments thereto (in Saskatchewan, certified copy of constitution - Sections 37(1)(a), 341 and 373).	
2	For applicants to provincial regulators, certificate of Status from province of incorporation, or, where federally registered, a copy of the Order to Commence and Carry on Business.	
3	Listing of Attorney for Service/Chief Agent/Chief Representative per jurisdiction (Appendix I).	
4	Power of Attorney for Appointment of Attorney for service for each jurisdiction where application is being made, except for jurisdiction of head office (Appendix VII).	
5	Schedule by regulator (par value and market value) of all securities held for deposit and where a reciprocal deposit is being used, a certified copy of the Order in Council (when required) which provides that the deposit held by the relevant jurisdiction is held as a reciprocal deposit.	
6	Proof of membership in a Canadian compensation plan or confirmation from the appropriate compensation plan that the company is not eligible for membership.	
7	Certified copy of the company's most recent financial statements and auditor's report thereon or if the applicant is a new company, certified copy of the audited opening balance sheet of the new company.	

**All of the following documentation, as a minimum, is required by the incorporating regulator.**

The supplemental documentation package is required only by the jurisdictions listed below in their capacity as licensing regulators who will endeavour to avoid duplication in the review process by relying, as much as possible, on the incorporating jurisdiction for detailed review, analysis and background checks.

**Supplemental Documentation Package for British Columbia; Saskatchewan; Ontario; Quebec; Alberta**

Ref.	Document	Attached ?
8	Business Plan (see instructions outlined in Appendix II)	
9	Personal Information Return (Appendix III)	
10	Copies of all policy forms and endorsements	

**Canadian Council of Insurance Regulators  
Application for Licence to Undertake Contracts of Insurance**

**PART F DOCUMENTATION REQUIRED BY JURISDICTIONAL LEGISLATION AND ADMINISTRATIVE NEEDS**  
(an applicant is required to submit this documentation if it is applying for new or amended licence in a jurisdiction with any of these requirements.)

Ref.	Jurisdiction	Document	Attached ?
1	Ontario / BC / Quebec	Automobile Rates and Rate Classification System (Quebec - copy of auto rate manual)	
2	Ontario / Saskatchewan / Alberta	Publication of Notice of Application (Ontario - Section 49; Saskatchewan - Section 36); Alberta - Publication of Licence in Gazette - Section 42)	
3	Nova Scotia / Newfoundland	Evidence of registration under the Corporation Registration Act (Nova Scotia) and under the Corporations Act (Newfoundland)	
4	Newfoundland / Manitoba	Deposit in the appropriate amount (in accordance with the classes and the amount of premiums written), if not registered under Insurance Companies Act (Canada)	
5	Quebec	<ul style="list-style-type: none"> <li>· Deposit in accordance with the specific requirements in Quebec. Contact the regulator (IGFI).</li> <li>· List of branch offices and copies of general agents, portfolio managers' and wholesale contracts.</li> <li>· The most recent inspection report, produced by the incorporating or the licensing regulator.</li> <li>· Resolution of the board of directors confirming the nomination of the actuary who has the responsibility of evaluating the reserves and join a copy of his report on the most recent financial statement.</li> <li>· The declaration of registration and the french version of the name to be used in Quebec.</li> <li>· In the business plan (appendix II), supplemental and specific requirements in Quebec. Contact the regulator (IGFI).</li> </ul>	
6	Alberta	Prescribed Forms - Notice of Chief Office in Alberta (Section 35); List of Authorized Appointees (Section 511). Contact the regulator to get the needed filing documents.	
7	Manitoba	<ul style="list-style-type: none"> <li>· Prescribed Form - Authorized Signatures form (MG-3486 (Rev. 94)).</li> <li>· Prescribed Form - Power of Attorney for Chief Agent in Canada form (MG-2004 (Rev.94)) for Canadian companies only.</li> </ul>	

**PART G APPENDICES**

I	.....Attorneys for Service in Canada
II	.....Guideline for Completion of Business Plan
III	..... Personal Information Return
IV	..... Listing of Canadian Regulators
V	..... Summary of Canadian Insurance Regulation
VI	..... Summary of Jurisdictional Fees/Filing Instructions
VII	.....Power of Attorney (except Quebec where the form is prescribed)

**Canadian Council of Insurance Regulators  
Attorneys for Service (Chief Agent/Chief Representative) in Canada  
Appendix I**

(to be completed for each jurisdiction where application for a new licence is being made, except for the jurisdiction of its head office; please indicate in each case whether it is an attorney for service or chief agent/chief representative)

**Canada**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Newfoundland**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Prince Edward Island**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Nova Scotia**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**New Brunswick**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Quebec**

Chief Representative  
Street Address

	Tel.	Fax :

**Ontario**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Manitoba**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Saskatchewan**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Saskatchewan (if more than one)**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Alberta**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**British Columbia**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Yukon**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Northwest Territories**

Attorney for Service/Chief  
Street Address

	Tel.	Fax :

**Canadian Council of Insurance Regulators  
Guideline for Completion of Business Plan  
Appendix II**

The 'Business Plan' is a package that consists of financial statements, a forecast and a narrative section as follows:

**I FINANCIAL STATEMENTS**

To assess whether the owners have the financial capacity to provide continued financial support to the (proposed) company, copies of their audited financial statements (and regulatory statements, if applicable) for the past five years are required. In some cases this financial statement package will also include audited financial statements of direct and beneficial parent companies or detailed background information showing the personal financial resources of individuals who are or will be shareholders. Interim financial statements for the company ending the quarter preceding (month before in British Columbia) the application must be included. If the applicant is an existing company, audited financial statements and regulatory statements for the past five years should be provided to any jurisdiction where it is seeking an initial licence.

**II FIVE YEAR FORECAST**

A financial projection must be prepared for a period of five years and must include an income statement, a balance sheet and a statement of retained earnings. The information should be presented in accordance with Section 4250 of the CICA Handbook and conform to the applicable Canadian regulatory annual statement format. Compliance with minimum asset and/or continuing capital requirements for each year of the projection should be clearly demonstrated and all assumptions used should be described and supported. The projected operating results should disclose underwriting information by class of business and by licensing jurisdiction. When considered necessary by the regulator, an actuarial opinion on the reasonability of the projections and the name, address and telephone number of the actuary and/or other persons involved in preparing the forecast must also be disclosed.

**III NARRATIVE**

This section should clearly present the company's business case for licensing in each of the jurisdictions to which it has applied. As a minimum it should include the following:

**Financial**

A review of the company's capitalization and (proposed) share structure (number of shares authorized, issued and paid up); summary comments on the forecast, the company's financial position and the ownership group's financial resources.

**Organization Structure**

A description of the direct and beneficial ownership of the (proposed) company, including, a detailed organization chart. Any financial institutions within the group should be clearly identified.

**Foreign Institutions**

If the applicant is a subsidiary of a foreign institution engaged in the insurance business, this section must indicate that the company is capable of making a contribution to the financial system in Canada and that treatment as favourable will be provided by the jurisdiction in which the foreign institution principally carries on business (compliance with section 24 of the Insurance Companies Act (Canada)).

**Corporate Governance**

The applicant must provide a list of directors' committees and their members and set out the company's conduct review policies and procedures (conduct review requirements are not applicable to foreign companies).

**Management, Personnel and Training**

Please outline the (proposed) management structure and senior officers; recruiting and training policies.

**Products**

A thorough description of all products to be marketed should be provided.

**Marketing , Distribution, Claims Handling, Policyholder Service**

The methods of marketing, distribution, claims handling, policyholder service and handling of consumer complaints (notation should be made of any jurisdictional exceptions to the company's general practices in these regards) must be described. List all branch offices. Provide the name of the company's compliance officer and details of the compliance plan used for monitoring agents and representatives as required in each jurisdiction.

**Investment Policy**

Provide a summary of the (proposed) investment policy and practices, including any specific jurisdictional procedures or guidelines.

**Reinsurance**

A reinsurance summary showing all proposed reinsurance coverages and terms must be included.

**Canadian Council of Insurance Regulators  
Personal Information Return  
(new licence applicants only)  
Appendix III**

To be completed for each senior officer, director and significant shareholder (i.e. ownership of 10% or more of the company's shares). It is anticipated that the incorporating regulator may request background checks, including criminal record searches.

Senior Officer, Director and/or 10% or greater shareholder :	
Name (full legal name and, if applicable, all previous names; surnames first) :	
Residence (address and telephone number) :	
Date and Place of Birth :	Drivers' Licence No. (jurisdiction) :
Citizenship :	
Education (provide dates, school and degree, if obtained) :	
Memberships/Professional Associations (provide designation, if applicable) :	
Directorates held (indicate if affiliated or unaffiliated) :	
Companies in which person owns or controls 10% more of the voting shares :	
Employment History (provide name of employer, address, kind of business, title, responsibilities, employment dates, and if applicable, reasons for leaving) :	
Have you, or to the best of your knowledge, has any firm in which you were a member, or any corporation in which you are or were an officer, director or major shareholder (10% or more) during the past ten years, been convicted of a criminal offence or of violating any securities or insurance legislation and/or made an assignment for the benefit of creditors, or become legally insolvent, or been adjudged a bankrupt or filed a petition in bankruptcy? If yes, provide specific details on convictions, bankruptcies or civil judgements by professional organizations or self-regulatory bodies :	

I, the undersigned, hereby certify that the foregoing statements are true, correct and complete to the best of my knowledge, information and belief. I consent to the regulator requesting any criminal record searches and also authorize and request any and all former employers and any other person requested to furnish to the regulators, or any agent acting on their behalf, any information they may have concerning my credit worthiness, character, ability, business activities, educational background, general reputation and, in the case of former employers, my employment history with them and the reasons for my leaving them. I hereby release each such employer and each such other person from any and all liability of whatever nature by reason of furnishing such information to the regulators or any agent acting on their behalf.

I understand that the regulators may also request additional information from me to enable them to evaluate this return. I also understand that I have certain duties and obligations imposed upon me by the legislation in each licensing jurisdiction and that it is my responsibility to fully understand these duties and obligations.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
(signature)

**Canadian Council of Insurance Regulators  
Listing of Canadian Regulators  
Appendix IV**

**FEDERAL**

Superintendent of Financial Institutions  
Office of the Superintendent of Financial Institutions  
Canada  
255 Albert Street tel. : (613) 990-8010  
Ottawa ON K1A 0H2 fax : (613) 990-6901  
Contact : As above

**NEWFOUNDLAND AND LABRADOR**

Superintendent of Insurance  
Department of Government Services and Lands  
2nd Floor West Block  
P.O. Box 8700 tel. : (709) 729-2571  
St. John's NF A1B 4J6 fax : (709) 729-4151  
Contact :  
Insurance and Pensions Division tel. : (709) 729-2595  
Licensing and Enforcement Officer fax : (709) 729-3205

**NOVA SCOTIA**

Superintendent of Insurance  
Department of Business and Consumer Services  
P.O. Box 2271,  
9 South, Maritime Centre tel. : (902) 424-6331  
Halifax NS B3J 3C8 fax : (902) 424-1298  
Contact : As above

**QUEBEC**

Inspecteur général des institutions financières  
Direction générale de la surveillance et du contrôle  
800 place D'Youville tél. : (418) 528-9140  
Québec PQ G1R 4Y5 téléc. : (418) 528-0835  
Contact : As above

**MANITOBA**

Superintendent of Insurance  
1115 - 405 Broadway  
Winnipeg MB R3C 3L6 tel. : (204) 945-2542  
fax : (204) 948-2268  
Contact : As above

**ALBERTA**

Superintendent of Insurance  
Alberta Treasury  
9515 - 107 Street tel. : (403) 422-1592  
Edmonton AB T5K 2C3 fax : (403) 420-0752  
Contact : Arthur Hagan,  
Deputy Superintendent of Insurance

**YUKON**

Superintendent of Insurance  
Government of the Yukon  
Box 2703 tel. : (867) 667-5257  
Whitehorse YT Y1A 2C6 fax : (867) 667-3609  
Contact : Carol Cameron,  
Intake and Licensing Officer  
tel. : (867) 667-5940

**PRINCE EDWARD ISLAND**

Superintendent of Insurance  
Department of Provincial Affairs and Attorney General  
P.O. Box 2000 tel. : (902) 368-4564  
Charlottetown PE C1A 7N8 fax : (902) 368-5283  
Contact : Robert Bradley,  
Deputy Superintendent of Insurance

**NEW BRUNSWICK**

Superintendent of Insurance  
Department of Justice, Insurance Branch  
Room 175 , 670 King Street  
P.O. Box 6000 tél. : (506) 453-2512  
Fredericton NB E3B 5H1 téléc. : (506) 453-7435  
Contact : Licensing Officer  
tel. : (506) 453-2541

**ONTARIO**

Superintendent of Insurance  
Financial Services Commission of Ontario  
5160 Yonge Street, 16<sup>th</sup> Floor tel. : (416) 250-7250  
North York ON M2N 6L9 fax : (416) 590-7070  
Contact : Corporate Licensing Officer  
tel. : (416) 590-7292

**SASKATCHEWAN**

Superintendent of Insurance  
Saskatchewan Financial Services Commission  
Financial Institutions Division  
Suite 601, 1919 Saskatchewan Drive tel. : (306) 787-6700  
Regina SK S4P 4H2 fax : (306) 787-9006  
Contact: As above

**BRITISH COLUMBIA**

Superintendent of Financial Institutions  
Financial Institutions Commission  
1900 -1050 West Pender Street tel. : (604) 660-2947  
Vancouver BC V6E 3S7 fax : (604) 660-3170  
Contact : Deputy Superintendent, Insurance

**NORTHWEST TERRITORIES**

Superintendent of Insurance  
Department of Finance  
4922-48<sup>th</sup> Street, P.O. Box 1320  
Government of the Northwest  
Territories tel. : (867) 873-7308  
Yellowknife NT X1A 2L9 fax : (867) 873-0325  
Contact : As above

**Canadian Council of Insurance Regulators  
Summary of Canadian Insurance Regulation  
Appendix V**

**FEDERAL**

*Insurance Companies Act (Canada)*

**NEWFOUNDLAND AND LABRADOR**

*Insurance Companies Act*, RSN 1990  
*Corporations Act* (for incorporation and registration only)  
*Insurance Adjusters, Agents and Brokers Act*  
*Insurance Adjusters, Agents and Brokers Regulations*  
*Automobile Insurance Act*  
*Life Insurance Act*  
*Accident and Sickness Insurance Act*  
*Fire Insurance Act*  
*Insurance Contracts Act*

**NOVA SCOTIA**

*Insurance Act*, R.S.N.S. 1989, chapter 231  
*Mutual Insurance Companies Act*, R.S.N.S. 1989, ch. 306  
*Insurance Premiums Tax Act*, R.S.N.S. 1989, ch. 232  
*Uninsured Automobile Regulations*, OIC 76 - 376, May 22, 1996  
*Licences for Agents Regulations*, OIC 93 - 461A, May 31, 1993  
*Licences for Adjusters Regulations*, OIC 92 - 1145, Nov. 24, 1992  
*Insurance Company Regulations*, OIC 90 - 629, May 22, 1990

**QUEBEC**

*Act Respecting Insurance* chapter A-32

**MANITOBA**

*Insurance Act*, R.S.M. 1987  
*The Insurance Corporations Tax Act* L.R.M. 1987, c. 150  
*The Marine Insurance Act*  
*Insurance Agents Regulation*, M.R. 389/87R  
*Insurance Company Classes of Insurance Regulation* M.R. 390/87R  
*Guarantee Corporation for Insurers*, M.R. 140/90  
*Insurance Councils Regulation*, M.R. 227/91, amended by M.R. 134/93  
*Insurance Agents and Adjusters Fees Regulation*, M.R. 73/93  
*Insurance Fees Regulation*, M.R. 44/95

**ALBERTA**

*Insurance Act*, RSA 1980 (Licensing - Sections 23-48)

**YUKON**

*Insurance Act* (Yukon)

**PRINCE EDWARD ISLAND**

*The Insurance Act*, R.S.P.E.I. 1988, Cap. 1-4  
*The Insurance Act*, R.S.P.E.I. 1988, Cap. 1-4, Regulations  
*Premium Tax Act*, R.S.P.E.I. 1988, Cap. P-19  
*Fire Prevention Act*, R.S.P.E.I. 1988, Cap. F-11, Section 9

**NEW BRUNSWICK**

*Insurance Act*, Part II, Sections 20-95 & 242.1-242.5  
*Regulation 94* - 142  
*Premium Tax Act*

**ONTARIO**

*Insurance Act*, RSO, 1990  
Licensing - Sections 40 - 69  
Rates - Part XV

**SASKATCHEWAN**

*The Saskatchewan Insurance Act*, R.S.S. 1978, c. S-26  
*The Saskatchewan Insurance Councils Regulations*, S-26, Reg 2  
*The Saskatchewan Insurance Regulations, 2003*, S-26, Reg 8  
*The Saskatchewan Insurance Compensation Plan Regulations*, 1990, S-26, Reg 5

**BRITISH COLUMBIA**

*Financial Institutions Act*, R.S.B.C. 1996, c. 141  
and regulations passed pursuant thereto  
*Insurance Act*, R.S.B.C. 1996, c. 226  
*Insurance (Marine) Act*, R.S.B.C. 1996, c. 230  
*Insurance (Premium Tax) Act*, R.S.B.C. 1996, c. 232

**NORTHWEST TERRITORIES**

*The Insurance Act*, R.S. N.W.T. 1988, c. 1-4, as amended  
*The Insurance Regulations*, R.R. N.W.T. 1990  
*Designation of Compensation Association Order*, c. 1-2, as amended  
*Insurance Regulations*, c. 1-3, as amended  
*Uninsured Automobile Coverage Regulations*, c. 1-4

**Canadian Council of Insurance Regulators**  
**Summary of Jurisdictional Fees/Filing Instructions**  
**(subject to change)**  
**Appendix VI**

**FEDERAL**

No fee

**NEWFOUNDLAND AND LABRADOR**

Initial application fee is \$1,500  
Annual filing fee for subsequent years based on direct premiums written in Newfoundland as follows :  
under \$3 million = \$1,500  
\$3 million to under \$5 million = \$2,500  
\$5 million and over = \$3,500  
Cheques to be made payable to Newfoundland Exchequer Account

**NOVA SCOTIA**

Life and A&S = \$750 each  
Property, liability, marine and auto = \$500 each  
All other classes = \$300  
Maximum annual fee = \$1,500

**QUEBEC**

Initial application fee is \$1,330  
Licence \$777

**MANITOBA**

As per fees schedule set out in the Insurance Fees Regulation

1. Life = \$920; life + A&S = \$1,200
2. Property = \$1,150; auto = \$600; see regulation for additional P&C classes (maximum fee = \$1,725)
3. Mutual Benefit Societies, Fraternal and provincial mutual insurance companies - \$25 - \$350 (see regulation)
4. Initial licence = \$300 (\$75 for mutual benefit societies and fraternal)
5. Annual statement filing fee = \$30
6. Discontinued licence = \$60

**ALBERTA**

Filing fee = \$50  
Licence fee as per Fees, Forms and Certificates Expiry Regulation  
(calculation provided by regulator)

**YUKON**

Recording and filing fee = \$5  
Licence fees:  
Life = \$300  
Property = \$150  
Accident = \$150  
Other = \$50  
Mutual benefit/fraternal = \$50  
Discontinued licence (except life) = \$10

**PRINCE EDWARD ISLAND**

Initially and annually thereafter, the greater of :  
\$600, if licensed for automobile, property, life or accident and sickness.  
\$300, if licensed for any class other than above.

**NEW BRUNSWICK**

*Insurance Act*, Sections 79 and 94, Regulation 94-142  
(minimum \$50)

**ONTARIO**

No fee

**SASKATCHEWAN**

(all cheques to be made payable to Minister of Finance)

Payable every 5 years; the fee ceiling is \$8,000  
Initial Application Review Fee is \$1,000  
Basic fee is \$2,000  
For each additional class, the fee is \$2,000 (includes life, hail and crop and individual property coverages)  
For reciprocals, underwriters agencies and reinsurers exclusively, the fee is \$1,500  
For discontinuing licences, co-operatives, mutuals and fraternal, the fee is \$500.  
For a permit for vending machine, the fee is \$200.  
Amalgamation fee = \$100  
Annual Return Filing Fee = \$100  
Publication Fee for the Gazette = \$37.45

**BRITISH COLUMBIA**

As per the schedules set out in the Financial Institutions Fees Regulation:  
B.C. Incorporation Fee = \$5,000  
Initial Business Authorization Fee = \$2,500  
The annual filing fee is payable 90 days after the fiscal year end and is based on the total non-consolidated assets in Canada as of the fiscal year end date. See schedule 1 item 10 for B.C. incorporated companies and schedule 1 item 11 for extra provincial companies. The annual filing fee for reciprocal exchanges = \$2,500. Please note that the annual filing returns are required on the forms submitted to the primary regulator in Canada.

**NORTHWEST TERRITORIES**

Insurance Regulations, Appendix A c. 1-3, as amended  
Joint stock and mutuals  
life, property = \$330 each  
accident = \$220  
hail = \$25  
all other classes = \$50 in total  
discontinued (except life) = \$10  
Mutual Benefit and Fraternal Societies  
\$100 - \$200 depending on size (membership)  
Reciprocals or inter insurance exchanges = \$200

**Canadian Council of Insurance Regulators  
Power of Attorney  
Appendix VII**

**(To be completed for each licensing jurisdiction except Quebec which requires a prescribed form)**

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_  
an insurer organized and existing under the laws of \_\_\_\_\_  
and licensed to carry on business in \_\_\_\_\_  
and having its head office in \_\_\_\_\_  
hereby nominates, constitutes and appoints, under the provisions of \_\_\_\_\_  
as its true and lawful attorney and chief agent resident in the above jurisdiction and located at :

\_\_\_\_\_  
\_\_\_\_\_  
for the purposes of the above legislation.

The said chief agent is hereby expressly authorized to receive service of process in all suits and proceedings against the said insurer in the above named jurisdiction in respect of any liability incurred by it therein, and also to receive from \_\_\_\_\_ all notices that the law requires to be given, or which it is thought advisable to give.  
Title of regulating authority above

IT IS HEREBY DECLARED that service of process for or in respect of such liability on the said chief agent is legal and binding on the said insurer, to all intents and purposes whatsoever.

DATED \_\_\_\_\_  
Month, day, year

SIGNED AND SEALED BY :

IN THE PRESENCE OF :

\_\_\_\_\_  
Signature and description of office

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature and description of office

**NOTE :**

- a) The power of attorney may confer upon the chief agent any further or other powers that the insurer considers advisable.
- b) The party witnessing the signature of the officers of the company is required to take the affidavit on the following page before a person authorized to administer oaths.

**Canadian Council of Insurance Regulators  
Affidavit of Execution  
Appendix VII**

IN THE MATTER OF THE \_\_\_\_\_  
(Legislation)

AND THE APPOINTMENT OF A CHIEF AGENT THEREUNDER BY

\_\_\_\_\_  
Name of appointing insurer

TO WIT :

I, \_\_\_\_\_  
Full name of witness

of the \_\_\_\_\_ of \_\_\_\_\_  
Status of municipality Name of municipality

in the \_\_\_\_\_ of \_\_\_\_\_  
County, etc., or district Name of county, etc., or district

in \_\_\_\_\_  
Name of province or state and country

Occupation \_\_\_\_\_

MAKE OATH AND SAY THAT :

1. I was personally present and did see the annexed power of attorney duly signed by

\_\_\_\_\_ and  
Full name of signing officer

\_\_\_\_\_  
Full name of signing officer

and did witness the application of the corporate seal of the appointing insurer thereto.

2. I know the said signing officers and they are the

\_\_\_\_\_ and \_\_\_\_\_  
Description of office Description of office

respectively of the said corporation (or « company »).

3. I am the subscribing witness to the said Power of Attorney.

SWORN at the \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_

of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
A commissioner or notary public

NOTE : To be signed by the party witnessing the signatures on preceding page and affidavit of such party to be taken before a person authorized to administer oaths.

**NOTICE OF COMMENCEMENT OF BUSINESS**

The \_\_\_\_\_  
(Name of Insurance Company)

Notice is hereby given that \_\_\_\_\_  
(Name of Insurance Company)

has become licensed in Saskatchewan as an insurer and will be underwriting insurance in

Saskatchewan as from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signing Officer

\_\_\_\_\_  
Official Capacity

\_\_\_\_\_  
Representing - Name of Insurer