
COMPLETING YOUR TRAVEL AGENT'S LICENCE APPLICATION

(Form 10)

Please take the time to review the instructions when you complete your travel agent's licence application. Your application will be processed faster if you provide all the necessary information required for licensing.

1. This is the name that appears on your birth certificate or passport. Your name must be shown in full. Please do not use initials. Please enter your current occupation/position/title, business address, phone and fax number and email (if available).

Enter your residential address complete with street, city, province and postal code.

2. Enter the length of time you have resided in your community.
3. Name in full of your sponsoring insurer (do not abbreviate).
4. Previous licence history – please answer questions a) to h).
5. Employment history – on the table, please enter the applicant's employment history in the last five years starting from the current one.
6. Other business than travel insurance – please supply information to questions if you will be involved in any business other than that of an insurance agent.

Affidavit

A Notary Public or a Commissioner of Oaths must witness the *Affidavit*.

7. Notice of Appointment of Agent – the authorized representative of your sponsoring insurer must complete this portion and affix his/her signature.
 - a) Name of applicant – the person (the individual) applying for a travel agent's licence
 - b) Community – where the applicant resides
 - c) Name of Insurer – full name of sponsoring insurance company