

---

## **COMPLETING YOUR INSURANCE AGENT'S LICENCE APPLICATION**

(Form 9)

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

There are three boxes that represents the three basic classes of insurance, tick the box or boxes that apply.

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 – please enter the applicant's current employment and supply information to the table.
6. Other business than insurance agent – please supply information to questions if you will be involved in any business other than that of an insurance agent.
7. Please enter the examination that you have taken to qualify you for this licence. (for general insurance license applicants, just write N/A for *Not Applicable*).
8. A Notary Public or a Commissioner of Oaths must witness affidavit.
9. Notice of Appointment of Agent – the signature of the representative of your sponsoring insurer should be affixed here.
  - a) Name of applicant – the person applying for an agent's licence
  - b) Community – where the applicant resides
  - c) Name of Insurer – full name of sponsoring insurance company
  - d) Name of agency – the agency or corporation the applicant represents