



1. Current Licence Information

Full name as printed on licence certificate: [input field]

File Number or Licence Number from last held certificate: [input field]

2. Business Address and Telephone Number

Street Number: [input field] Street Name: [input field]

Suite Number: [input field] City: [input field]

Province: [input field] Postal Code: [input field]

Business Tel: [input field] Facsimile: [input field]

Where branch offices exist, please attach a separate sheet with details of branch trade names, business addresses, telephone numbers, and fax numbers.

3. Service Address *

*See reverse for definition of Service Address.

Street Number: [input field] Street Name: [input field]

Suite Number: [input field] City: [input field]

Province: [input field] Postal Code: [input field]

Use Business Address above for Service: [Yes] [No]

4. Signature

Agency/Firm Representative: [input field]

Date Signed: [D][D][M][M][M][Y][Y][Y][Y]



IMPORTANT INFORMATION REGARDING FUTURE NOTIFICATIONS OF COUNCIL PUBLICATIONS

The Insurance Council of British Columbia (“Council”) publishes guidelines and directives to licensees on specific issues through its Notices and website. It is the responsibility of each individual licensee to read, understand and remain current on the applicable regulatory requirements under the *Financial Institutions Act* and Council Rules.

In the past, Council forwarded Notices and other publications to the business addresses of licensees via Canada Post. In order to reduce printing and postage costs, Council will no longer forward copies of these publications to licensees. All publications will be posted on Council’s website and available for download. Notifications of new publications added to the website will only be issued by email.

The following provides information on addresses maintained by Council and how they are used.

Residential Address: The licensee’s primary legal residence. This is typically the residence address used for taxation purposes.

Service Address: A service address is one where once a document is delivered to that address, it is legally deemed received by you.

This is often misunderstood and licensees frequently provide Council with their business address. This will cause a problem when an authority to represent an employer is terminated, as it is unlikely that communications critical to licensee’s licence will be received.

Individual licensees normally use their residential address, while insurance agencies and firms typically use their head office address or that of legal counsel.

Business Address: The office (including branch offices for agencies and firms) from which the licensee conducts insurance business.

Email Address: Primary email address of the licensee for notifications of Council publications.

It is a condition of all insurance licences that the licensee notify Council of changes to their addresses and other contact information within 30 days.