

Under [Council Rule 2\(11.1\)](#), in exceptional circumstances, where an insurance agency or adjusting firm ceases or will cease to have a nominee, the insurance agency or adjusting firm may apply to Council to nominate, on a temporary basis to be determined by Council, an individual who does not meet the requirements under [Council Rule 2\(11\)](#). The Temporary Agency Nominee is responsible for all insurance activities of the agency or adjusting firm per [Council Rule 7\(6\)](#), and the appointment duration is for a maximum period of **one month**.

If an insurance agency or adjusting firm requires an extension to the one month appointment, a request must be made in writing, which will be considered by the Licensing Committee. Further information can be found in the Temporary Nominee policy on the Insurance Council's [Policies & Other Documents](#) page.

SECTION 1 LICENSEE DECLARATION

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| Please confirm you have fully read and agree to the below certification: | |
| <input type="checkbox"/> | The information contained in this application, including attachments, is true and complete. |
| <input type="checkbox"/> | I understand that it is an offence under the <i>Financial Institutions Act</i> to make a material misstatement to the Insurance Council of British Columbia ("Insurance Council"). I understand that making a material misstatement to the Insurance Council could lead to licence refusal, restrictions, suspension, cancellation, and/or fines. |
| <input type="checkbox"/> | I understand that the email address provided on this application form will be used for Insurance Council correspondence and publications. |
| <input type="checkbox"/> | I have read and understand the nominee responsibilities, and as an intended temporary nominee, I will carry out the responsibilities required of this licence. |

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| <p style="text-align: center;"><i>Freedom of Information and Protection of Privacy Act</i></p> <p>Personal information provided by you to the Insurance Council of British Columbia is collected, used, and disclosed in compliance with the provisions of the <i>Financial Institutions Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>. Questions about the collection, use, or disclosure of your personal information can be directed to the Insurance Council of British Columbia by email at info@insurancecouncilofbc.com or by telephone at (604) 688-0321.</p> |
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SECTION 2 AGENCY OR ADJUSTING FIRM INFORMATION

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| Full Legal Name: | |
| Trade name(s) (if applicable): | |
| Licence Number: | |
| Licence Class: | <input type="checkbox"/> Life, and Accident and Sickness <input type="checkbox"/> Adjuster |
| | <input type="checkbox"/> General Insurance <input type="checkbox"/> Accident & Sickness |

SECTION 3 INTENDED TEMPORARY NOMINEE INFORMATION

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| <p>The information below pertains to the temporary appointed nominee. The temporary nominee must be licensed in BC under the same class as the agency/firm with the Insurance Council.</p> <p>For a general insurance agency, the intended temporary nominee must hold a level 2 or level 3 general insurance agent licence in BC. For an insurance adjusting firm, the intended temporary nominee must hold a level 2 or level 3 insurance adjuster licence in BC. For a life insurance agency, the intended temporary nominee must not be a new life agent; or, for an accident & sickness insurance agency, the intended temporary nominee must not be a new accident & sickness agent or a new life agent.</p> <p>The Temporary Nominee is responsible for all insurance activities of the agency or firm per Council Rule 7(6), and the appointment duration is for a maximum period of one month.</p> | | |
| Full Legal Name of Temporary Nominee: | | |
| Business Phone: | | |
| Email: | | |
| Licence Number (if applicable): | | |
| Licence Class: | <input type="checkbox"/> Life, and Accident and Sickness <input type="checkbox"/> Adjuster | <input type="checkbox"/> General Insurance <input type="checkbox"/> Accident and Sickness |
| Effective Date of Appointment (mm/dd/yyyy): | | |
| Please provide the reason(s) for the temporary nomination: | | |
| <p>The information below pertains to the previous appointed nominee. If the individual is downgrading, please provide details.</p> | | |
| Full Legal Name of Previous Nominee: | | |
| Licence Number: | | |
| Will the previous appointed nominee continue to represent the Agency/Firm? If no, please indicate the date the authorization is/will be removed: End Date of Appointment (mm/dd/yyyy): _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

SECTION 4 INTENDED TEMPORARY NOMINEE SIGNATURE

I, the undersigned, confirm that I meet the requirements outlined under [Council Rule 2\(11.1\)](#) to act as a temporary nominee for the agency/firm cited in Section 2 for a maximum period of one month, and I have read and understand the [nominee responsibilities](#) outlined on the Insurance Council’s website. If I meet the requirements to be a nominee, I will notify the Insurance Council by completing an agency nominee application form.

Signature of Newly Appointed Nominee _____

Date Signed (mm/dd/yyyy) _____

SECTION 5 APPROVAL AGENCY OR ADJUSTING FIRM

Note: This section must be completed and signed by a major shareholder, director, officer or partner of the agency/firm.

We understand we are required to notify the Insurance Council in writing within five (5) business days if this nominee ceases their role as a nominee for our Agency or Firm, and to advise the Insurance Council where there are issues related to the licensee’s suitability or conduct as a licensee.

Signature of Major Shareholder/Director/Officer/
Partner _____

Print Name and Title _____

Date Signed (mm/dd/yyyy) _____

Completed forms should be emailed to: licensing@insurancecouncilofbc.com.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

For details on the licensing process, refer to the Insurance Council of British Columbia’s website at insurancecouncilofbc.com.

Applicable Council Rules

Council Rule 2 (11)

Every insurance agency or adjusting firm must designate an individual who meets the following criteria to act as a nominee:

(a) An individual applying to act as a nominee for an insurance agency or adjusting firm must be:

- (i) an officer, director or partner of the insurance agency or adjusting firm;*
- (ii) a senior manager in the Province; or*
- (iii) approved by Council.*

(b) An individual applying to act as a nominee for a life or A&S insurance agency must have worked as a licensed life or A&S insurance agent for 5 of the last 7 years, unless the insurance agency will not have any authorized representatives other than the nominee.

(c) An individual applying to act as a nominee for a general insurance agency must be qualified to hold a level 3 general insurance agent licence.

(d) An individual applying to act as a nominee for an adjusting firm must be qualified to hold a level 3 insurance adjuster licence.

Council Rule 2 (11.1)

In exceptional circumstances, where an insurance agency or adjusting firm ceases or will cease to have a nominee, the insurance agency or adjusting firm may apply to Council to nominate, on a temporary basis to be determined by Council, an individual who does not meet the requirements under Rule 2(11).

Council Rule 7 (6)

A licensee that is a nominee of, or a sole-proprietor acting as an insurance agency or adjusting firm, is responsible to Council for all activities of the insurance agency or adjusting firm.