

INSURANCE COUNCIL OF BRITISH COLUMBIA

IMPORTANT INFORMATION ALL NOMINEES - ANNUAL FILINGS

The information in this Notice is provided to assist Nominees in managing the upcoming June 1, 2009 filing deadline.

The licence certificates issued for this filing will not show an “employer”. This means, regardless of how many employers an individual represents under a licence, only one certificate will be issued to the individual per class of licence (i.e., general insurance agent, general insurance salesperson, insurance adjuster, life insurance agent or accident & sickness insurance agent). As an example, an individual who currently holds more than one Level 2 general insurance agent licence will be issued only one certificate showing the individual as a general insurance agent. Other details about the individual’s licence, such as the level of licence and employers, will continue to be available on the Insurance Council of British Columbia’s (“Council”) website.

Courtesy filing forms for individuals will not be mailed to employers.

*Courtesy filing forms will now be sent to each licensee’s home address.
Filing forms for agencies and firms will continue to be sent to the business address.*

In order to assist those who wish to monitor filings, a list of all licensees who are licensed with an agency or firm is available on Council’s website. For instructions on how to download a list, go to *SEARCH LICENSEES* and select *CLICK HERE TO FIND OUT HOW TO DOWNLOAD LISTS*.

Where an individual is licensed to represent more than one agency or firm, a list of these agencies or firms will be indicated on the courtesy filing form. Please note as only one licence will be issued, only one filing fee of \$185.00 is required.

*Filing forms will be mailed to all licensees no later than April 1, 2009.
This will also be the date filing forms will be available on Council’s website.
Go to **DOWNLOAD FORMS**.*

Filing forms and fees received after June 1, 2009 will result in a late filing fee penalty. See the reverse side of this form for additional information on fees, including late filing fee penalties, and information on deposit funds.

Further detailed information on continuous licensing will be included with the filing forms. Council is also working to update its website. If you have questions regarding this Notice, please contact Regulatory Services by calling Council’s main number and at the prompt, press 2.

2009 LICENCE FILING FEES

Please note the dates below are based on the date the filing is received in Council's office and not the date sent. It is the licensee's responsibility to ensure a complete filing is received in Council's office by the dates noted.

Licence Filings – All Licence Types	Total Fee
Filing Received On or Before June 1, 2009	\$185.00
Filing Received June 2, 2009 to July 30, 2009	* \$345.00

A licence will be automatically terminated on July 31, 2009, if the filing is not received on or before Thursday, July 30, 2009.

* This fee includes the \$185.00 annual filing fee and a \$160.00 late filing fee penalty.

LICENCE DEPOSIT FUND FOR AGENCIES/FIRMS

In order to assist you in managing the administration of filing forms for your licensed staff, Council will accept a single payment which will be held on file as a deposit fund and used to pay licence fees related to your agency or firm. This can assist with reducing the number of payments and speed your processing time in the submission process.

If you are interested in setting up a deposit fund for your agency or firm, two types of deposit funds are described in detail on the enclosed Licence Deposit Fund Application form. Please forward the completed application form or letter of authorization along with a cheque for the initial deposit.

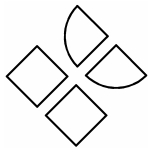
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Suite 300, 1040 West Georgia Street
P.O. Box 7, Vancouver, B.C. V6E 4H1
www.insurancecouncilofbc.com

Telephone: 604-688-0321
Toll-Free Within B.C.: 1-877-688-0321
Facsimile: 604-662-7767



In order to assist you in managing the administration of your licensed staff, Council will accept a single payment which will be held on file as a deposit fund to be used to pay for individual applications/filings for your agency/firm. This can assist you in reducing the number of cheques that will have to be generated, as well as speed processing time in your submission process.

If you choose to set up a deposit fund, it can be closed and refunded at any time upon your written request. Distribution from the fund may be authorized via one of the two methods:

1. BLANKET AUTHORIZATION

You may provide Council with blanket authorization to automatically transfer funds to cover any application/filing received where your agency/firm is shown as the employer. To do this, complete the details on the reverse side of this form and submit it with the payment. Please note that the fund will be used for all applications, including firsts, and filings where the application is received without a payment attached.

OR

2. SIGNED AUTHORIZATION

Each application/filing which is to be paid from the fund must have a signed authorization form completed and attached to the application. You must also submit in advance a list of authorized signatories for the fund. The list must include the name, title, phone number and sample signature for each authorized signatory. All applications/filings received without payment or a properly completed and signed authorization form will be returned without processing. If you wish to use this method, please forward a letter with a payment and we will forward the required authorization form to be used.

It will be your responsibility to track the applications submitted to be paid from the fund. Periodically, you may provide us with the balance your records indicate is in the fund. If there is a discrepancy between our records and yours, Council will provide you with a list of the files and associated amounts paid from the fund.



The attached cheque is to be used as a deposit fund to pay all licence applications/filings received by the Insurance Council of British Columbia to cover any application/filing received for, or where the employer is shown as, the licensed agency or firm shown below and payment is not enclosed with the application/filing, in accordance with the information on the reverse side of this form.

Corporate Information

Applications for the following licensed agencies / firms may be paid from this deposit fund. Please Print Clearly.

Legal Name: [] File Number: []
Legal Name: [] File Number: []
Legal Name: [] File Number: []
Legal Name: [] File Number: []

If you need additional space, please attach a list.

Contact Person

Name: []
Position: [] File Number (If Licensed): []

This is the person Council will contact regarding the balance in the fund. If this person is not licensed, please complete the mailing address below. Otherwise we will use the contact information on file.

Mailing Address and Phone Number

This is the information for the contact person noted above. If the person is licensed with Council, leave blank.

Number/Street: []
Apartment: [] City: []
Province: [] Postal Code: [][][][][][]
Phone Number: [][][][][][][][][][][][]

Authorization

Name: []
Position: [] Date: [D][D][M][M][M][Y][Y][Y][Y]
Signature: []