



Frequently Asked Questions

Third Party Administrator Agency (TPA) Licence

- Q.** What is a TPA licence?
- A.** The insurer contracts with the TPA to act on their behalf in one or more functions that would normally be handled by the insurer with respect to a Restricted Insurance Agent licensee.
- Q.** What functions of an insurer are being contemplated?
- A.** The functions may include sponsoring a Restricted Insurance Agent licence or delivering training to a Restricted Agent Licensee required under the Restricted Insurance Licensee Regulations.

Completing an Application...

Part A: Restricted Insurance Agent Entity Types and Eligible Classes of Insurance For Each Entity Type

- Q** We are a TPA that has more than one RIA entity type that applies to us. What do we check off?
- A.** Check each RIA entity type that applies to you as a TPA.
- Q.** If we check off more than one RIA entity type, does that mean we need more than one licence?
- A.** No, you will be issued one licence that will allow you to act as a TPA for the classes of insurance allowed for each RIA entity type you have indicated.
- Q.** Do we need to circle or mark what type of classes of insurance we are offering?
- A.** No, the eligible classes of insurance are shown to let you know what classes of insurance a TPA is allowed to administer for each entity.

Part B: Third Party Administrator Agency(TPA)

- Q.** What do you mean by the name in which we will carry on business?
- A.** This is the name you would use in any advertising to the public.
- Q** Do I have to register that name?
- A.** Yes. You cannot carry on business in a name that is not registered with the Corporate Registry of the Information Services Corporation.

For example your registered corporate name is ABC 2009 Ltd. but you advertise as ABC Services. The law requires ABC 2009 Ltd. to register ABC Services as a trade name.

For more information on corporate registry, please contact:

Corporate Registry of the Information Services Corporation
1301 – 1st Avenue
Regina SK S4R 8H2
Tel: 306.787.2962

- Q. Our corporation is registered in another province. Do we still have to register in Saskatchewan?
- A. Yes. You will need to register.

Part C: Background

- Q. What should we do if we don't know how we should answer a question?
- A. Contact Council for guidance as failure to accurately disclose information may result in the cancellation of licence or other disciplinary sanctions.

Part D: Employees or Contracted Individuals Representing the TPA

- Q. Which employees or contracted individuals should we list?
- A. Employees or contracted individuals that contact dealerships for the purpose of establishing contractual relationships with the TPA or insurer(s).

- Q. Does this mean we have to notify Council when we hire or terminate an employee or contracted individual that was or will be offering insurance?
- A. No. Each year an annual reporting form is sent to the licensee in order to continue the licence for another year. The list of employees or contracted individuals must be updated at this time and be provided to Council.

Part E: Disclosure of Insurer(s) Represented

This section is self explanatory and all insurer(s) with whom the TPA has a contract to act as a TPA for must be disclosed.

Part F: Non-resident Applicants

- Q. We have provided an address in Part B of the application form. Why do we need another address to receive documents?
- A. If your business is not located in the province then you are required to provide an address for service in Saskatchewan as required by *The Saskatchewan Insurance Act*, Section 421. Any legal notice given by Council will be deemed to be sufficiently served if delivered to the licensee's address for service.

Normally this will be the same address for service shown on your Corporation registration documents.

The address for service will only be utilized if you fail to respond to notices sent by Council.

All notices of licensing requirements and correspondence will be sent to the address provided in Part B.

Part G: Errors & Omissions Insurance

- Q.** Is our General Liability Policy that covers directors and officers sufficient?
- A.** No, errors and omissions Insurance covers a TPA in the event there is a loss because of an error or omission made by the TPA in the placing of the insurance.
- Q.** Where do we get errors and omission insurance?
- A.** You should contact your insurance broker or the insurer(s) that you represent as they may have an errors and omissions insurance program.
- Q.** Why do we need errors and omissions insurance if we have never had a problem?
- A.** The errors and omissions insurance is a mandatory licensing requirement in order to obtain a TPA licence.

Part H: Consent to the Collection, Use and Disclosure of Information

- Q.** What if we do not want to give consent?
- A.** The application form discloses how the information may be used. Council will refuse a licence if consent is not given.

Part I: Declaration

This section is self explanatory. Any false declaration may result in cancellation of the licence or other disciplinary sanctions.

Part J: Sponsor Recommendation

- Q.** Who signs the sponsor recommendation?
- A.** This must be signed by an insurer with whom the TPA has a contract.
- Q.** If we represent more than one insurer do we need a separate licence?
- A.** No. Your licence, once issued, allows you to represent more than one insurer.
- Q.** When do I send the application to the insurer for signing?
- A.** The application must be fully completed, signed and dated before it is sent to the insurer.
- Q.** Why must the application be fully completed?
- A.** The insurer is recommending you be licensed based on the information in the application. Council needs to know the insurer has seen the completed application.