



General Insurance Council of Saskatchewan

Adjusting Firm Application and Transfer of Recommendation

If you have any questions about this application, contact the General Insurance Council of Saskatchewan (Council) or visit our web site.

Council's regular business hours are Monday to Friday, 8:00 a.m. to 4:30 p.m.

Please note:

This application applies to the applicant who is applying for an adjusting firm licence and will have individual adjusters adjusting on behalf of the adjusting firm.

Errors & Omissions Insurance (E&O) pursuant to clause 5-10(1)(e) of *The Insurance Regulations*.

Every business that applies for or holds an adjusting firm licence shall maintain and provide annually:

- Proof of a valid policy of errors and omissions insurance that:
 - provides a minimum of \$1,000,000 coverage with respect to any one occurrence and a minimum aggregate limit of \$2,000,000 with respect to all occurrences within a year;
 - covers the insurance activities of the licensee; and
 - is underwritten by an insurer licensed to do business in Canada.

Application Fee

The application fee for obtaining a licence is \$100 and transfer of recommendation is \$25 (please note the licensing fee is subject to change). Please refer to the last page of this application form to locate the payment options available.

If you are using a corporation, partnership, or name other than your personal name, (on business cards, letterhead or any advertising) that corporation, partnership or business name must be licensed with Council.

Submitting Applications

All licence applications must be reviewed and signed by the recommending insurer, prior to forwarding to Council for consideration at:

Licensing Department
Insurance Councils of Saskatchewan
310, 2631 - 28th Avenue
Regina SK S4S 6X3

Tel: 306.347.0862
Fax: 306.347.0525

Corporate Registry
Information Services Corporation (ISC)
1301 - 1st Avenue
Regina SK S4R 8H2

Tel: 866.275.4721
E-Mail: corporateregistry@isc.ca

www.skCouncil.sk.ca



General Insurance Council of Saskatchewan

Adjusting Firm

- Application - \$100
- Transfer of Recommendation - \$25

For office use only	Received Date
Licence Number	
Date Issued	
Date Processed	

Part A: Identification Information

Provide the legal name in which the adjusting firm will carry on business and in which the licence is to be issued.

List all business trade names that will be used.

Is the adjusting firm: (Please check the box that applies to the applicant)

- a corporation
- a partnership
- registered under *The Business Names Registration Act*

A copy of the Saskatchewan Certificate of Registration must accompany this application if the applicant for licence is a corporation, partnership or is registered under *The Business Names Registration Act*.

Give full particulars below of the individual owners, principal shareholders, officers or directors.

FULL NAME/POSITION HELD WITH FIRM

RESIDENT CITY

DATE OF BIRTH



Head Office Location Address		
Number, Street, Suite # and/or Box #		
City/Town	Province/State	Postal/Zip Code
()	- ext	() -
Business Telephone	Business Fax	
Business E-mail		
Address mail will be sent to (complete only if different than location address)		
Number, Street, Suite # and/or Box #		
City/Town	Province/State	Postal/Zip Code
Give full particulars below of the individual who will, pursuant to subsection 5-43 of <i>The Insurance Act</i> (Act) and section 5-17 of <i>The Insurance Regulations</i> (regulations), be the Designated Representative.		
Name of Designated Representative		
Business Address	Province/State	Postal/Zip Code
		() -
Business E-mail	Telephone	



Part B: Background

The following are questions relevant to the Act regarding trustworthiness and suitability to be licensed.

Please read these questions carefully to ensure all responses are accurate. Inaccurate answers may be considered a material misstatement.

For any questions where disclosure is required, please provide complete details on a separate sheet of paper and attach to the application form.

<p>1. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever held an insurance or adjusting licence in Saskatchewan, or anywhere in Canada or in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p> <p><i>If yes, please provide information about licence year, licence class and jurisdiction.</i></p>	<p>5. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever been the subject of receivership and/or bankruptcy proceedings including consumer proposals?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p> <p><i>If yes, please provide an explanation of the circumstances and a complete copy of the documents involved.</i></p>
<p>2. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever had any licence or registration as an insurance agent, adjuster or for selling any other financial products, suspended or revoked for cause, in Canada or anywhere in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p>	<p>6. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever been the subject of any complaint, investigation, sanction or disciplinary action, including but not limited to a letter of warning, caution, fine, etc., by any financial services regulator, federal regulator (e.g., FINTRAC, CRA, CRTC, Privacy Commissioner, etc.) insurer or any financial services company with which you hold/held a contract, in Canada or anywhere in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p>
<p>3. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever been refused an insurance or adjusting licence, or other licence or registration for selling financial products or adjusting claims in Canada or anywhere in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p>	<p>7. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever been investigated, charged or convicted of any criminal or quasi-criminal offence, in Canada or anywhere in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p>
<p>4. Does the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm currently or plan to engage in any business or occupation other than the insurance or adjusting business?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p> <p>Please provide the name of the business, occupation details, supervisory responsibilities and date of employment.</p> <p><i>This would include any business that requires a licence or registration or is corporately registered.</i></p>	<p>8. Has the adjusting firm or any principal shareholder, officer or director, or designated representative of the adjusting firm ever been the subject of any type of legal action, including but not limited to class action lawsuits or civil actions respecting the business of insurance including adjusting, or any other financial service in Canada or anywhere in the world?</p> <p><input type="checkbox"/> Nothing to Disclose <input type="checkbox"/> Disclosure attached</p>



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

By applying for an adjusting firm licence, I, the applicant, understand personal information about any principal shareholder, officer or director, or designated representative will need to be collected from me and from other sources such as the recommender of the licence, financial service regulators, law enforcement agencies, credit bureaus, insurance companies or other organizations in the financial services sector. I, therefore, consent to the collection and use of this personal information for the purpose of determining suitability for licensing.

I, the applicant, further understand and consent to the disclosure of personal information to the recommender of the licence, financial service regulators, law enforcement agencies, credit bureaus, insurance companies or other organizations in the financial services sector, for the purpose of determining suitability for licensing.

X

Signature of Designated Representative OR
Authorized Official of Designated Representative

X

Date Signed

X

Print name of Designated Representative OR
Authorized Official of Designated Representative

Part G: Declaration

The making of a false statement on this application constitutes a material misstatement and may result in the refusal of this application and the subsequent suspension or cancellation of any licence issued. This application is required to be signed by the Designated Representative or Authorized Official of the Designated Representative named herein.

I, _____, solemnly declare that all statements and answers in the foregoing application including attachments are true and correct, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

X

Signature of Designated Representative OR
Authorized Official of Designated Representative

X

Date Signed



Part H: Recommender Declaration

To be completed by the licensed insurer that is recommending the adjusting firm.

Applicants Name

Please Print

_____ is hereby recommended to act as an adjusting firm of the undersigned recommender.

The recommender certifies that the qualifications and business record of the applicant have been investigated and that the applicant is suitable to receive a licence.

To the best of our knowledge, information and belief, all statements and answers contained in the foregoing application are true and correct, and that the Designated Representative or Authorized Official of the Designated Representative have completed this application.

IT IS UNDERSTOOD THAT IF THE APPLICANT NAMED HEREIN IS TERMINATED BY US, WRITTEN NOTICE, INCLUDING THE REASONS FOR TERMINATION, WILL BE GIVEN TO THE GENERAL INSURANCE COUNCIL OF SASKATCHEWAN, IMMEDIATELY.

Print Legal Name of Recommender

Authorized Officer/Delegate

Print Name

Signature

Date Signed

() - () -

Telephone

Fax

E-mail Address

THE ABOVE APPLICANT WILL NOT ACT AS AN ADJUSTING FIRM UNTIL THE LICENCE IS ISSUED

NOTE: A Designated Representative Application must accompany this application form. The same insurer must recommend the adjusting firm and designated representative of the adjusting firm.



Attachments to the application form

Part A – a copy of the Saskatchewan Certificate of Registration for the corporation, partnership, business name or trade name

Part B, C and E – copies of all necessary documentation

Payment of licence fee

Payment information *(Please choose a payment option below)*

- Cheque or money order enclosed for full amount Make cheque or money order payable to the:
Insurance Councils of Saskatchewan.
An NSF charge of \$25 will apply for returned cheques.
- Charge credit card for the full amount
- VISA
- MasterCard
- _____ - - -
Card Number

/_____
Expiry Date (MM/YY)
- _____
Signature
- _____
Print name of applicant

Licensing Department
Insurance Councils of Saskatchewan
310, 2631 - 28th Avenue
Regina SK S4S 6X3

Tel: 306.347.0862
Fax: 306.347.0525
www.skCouncil.sk.ca



The Insurance Act

“adjuster” means, subject to subsection (4), a person who, for compensation, through any medium does one or more of the following:

- (a) directly or indirectly solicits the right to negotiate or investigate the settlement of a loss or claim under a contract of insurance on behalf of an insured or insurer;
- (b) negotiates or investigates the settlement of a loss or claim under a contract of insurance on behalf of an insured or insurer;
- (c) holds himself or herself out as an adjuster with respect to the settlement of any loss or claim mentioned in clause (a) or (b);
- (d) assists a person with making a claim under an insurance policy or a contract of insurance.