

Obligation to Notify ICS of Changes: Other Employment

A common change and frequent issue for our licensees is the obligation to notify ICS of any change in other employment. We've prepared the following FAQs to assist our licensees to understand why this requirement is necessary and to assist in meeting their obligation to notify ICS of the change.

Other Employment FAQs:

1. What is considered a 'change in other employment'?

A 'change in other employment' includes undertaking any employment other than insurance business.

2. When must a licensee notify ICS of a change in other employment?

Pursuant to bylaw 3-1(4)(c), licensees must immediately notify ICS of any change in other employment. Any occupation other than insurance must be disclosed to ICS prior to being undertaken.

3. How does a licensee notify ICS of a change of employment or any other change on the Obligation to Notify Table?

A licensee can notify ICS by sending in an email to info@skcouncil.sk.ca.

4. What happens after a licensee notifies ICS of a change of employment?

The change of employment will be reviewed to ensure there is no conflict of interest or will undermine the licensees' independence, integrity, or ability to properly serve clients. If there is an issue identified with the change of employment:

- conditions may be required for the individual's licence; and
- ICS will notify the individual, recommender and representing agency (if applicable) via email and the licensee has 15 days to provide written confirmation if they approve or deny the conditions.

5. What is the purpose of the requirement to notify ICS of a change in other employment?

Licenseses must not engage in any other occupation or business which will make conflicts of interest likely or common or undermine the licenseses' independence, integrity, or ability to properly serve clients. Clients may feel pressured to buy insurance from a licensee if the licensee also has another occupation in which they have influence over the client or where the client may need help, services, favours, or consideration from the licenseses.

6. What are examples of professions where a conflict of interest or undue pressure is likely?

Examples of professions falling into this category are teachers, priests, pastors and other religious professionals, police officers, immigration consultants or officers, elevator agents and grain buyers, doctors or health workers, and politicians at the federal, provincial or municipal level. However, any occupation other than insurance must be disclosed to ICS whenever it is undertaken, or ideally before it is undertaken.