



General Insurance Council of Saskatchewan

Property and Casualty Restricted Insurance Agent (RIA)

Application and Transfer for 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.

Errors and Omissions Insurance (E&O) – pursuant to section 5-23 of *The Insurance Regulations*.

- Every business that applies for or holds a restricted insurance agent's 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 insurance company licensed to do business in Canada.
- Evidence of E&O is not required for:
 - a deposit-taking institution;
 - a financing corporation; or
 - a member institution within the meaning of the Canada Deposit Insurance Corporation Act.

Application Fee

The application fee is based on the number of employees offering insurance on behalf of the Restricted Insurance Agent. The schedule of fees due can be found in Part D of this application. The transfer of recommendation fee is \$25. 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 licensed 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



General Insurance Council of Saskatchewan

Property and Casualty Restricted Insurance
Agent

- Application – Refer to Part D
- Transfer of Recommendation - \$25

For office use only	Received Date
Licence Number	
Date of Issue	
Date Processed	

Part A: Property and Casualty Restricted Insurance Agent (RIA) Entity Types and Eligible Classes of Insurance for Each Entity Type

This form may be used by an applicant who is applying as a contracted agent for one or more of the RIA entity types below.

Check the RIA entity type(s) that applies to the applicant	Equipment Warranty Insurance	Cargo Insurance	Travel Insurance	Highway Transport Vehicle Gap Insurance	Highway Transport Vehicle Payment Insurance	Automobile Gap Insurance	Portable Electronics Insurance	Rented Automobile Accident Insurance or Death Insurance	Rented Auto Contents Insurance	Creditors Vehicle Inventory Insurance	Rented Auto Liability Insurance	Export Credit Insurance
<input type="checkbox"/> Automobile Dealership	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes	No	Yes	No
<input type="checkbox"/> Construction Equipment Dealership	Yes	No	No	Yes	Yes	No	No	No	No	No	No	No
<input type="checkbox"/> Farm Implement Dealership	Yes	No	No	Yes	Yes	Yes	No	No	No	No	No	No
<input type="checkbox"/> Marine Dealership	Yes	No	No	No	No	No	No	No	No	No	No	No
<input type="checkbox"/> Recreational Vehicle Dealership	Yes	No	No	No	No	Yes	No	No	No	No	No	No
<input type="checkbox"/> Customs Brokerage	No	Yes	No	No	No	No	No	No	No	No	No	No
<input type="checkbox"/> Deposit-Taking Institution	No	No	Yes	No	No	Yes	No	No	No	Yes	No	Yes
<input type="checkbox"/> Freight-Forwarding Business	No	Yes	No	No	No	No	No	No	No	No	No	No
<input type="checkbox"/> Transportation Company	No	Yes	Yes	No	No	No	No	No	No	No	No	No
<input type="checkbox"/> Travel Agency	No	No	Yes	No	No	No	No	No	No	No	No	No
<input type="checkbox"/> Car Rental Agency	No	No	No	No	No	No	No	Yes	Yes	No	Yes	No
<input type="checkbox"/> Portable Electronics Vendor	No	No	No	No	No	No	Yes	No	No	No	No	No



Part B: Identification Information

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

List all business trade names that will be used.

Is the RIA: (Please check the box which 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*.

** This Part does not apply to an applicant that is a Chartered Bank, a Railway Corporation, or a corporation registered under The Credit Union Act or The Co-operatives Act or an extra-provincial insurer licensed under The Insurance 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 and/or Box #		
City/Town	Province/State	Postal/Zip Code
Give full particulars below of the individual who will, pursuant to subsection 5-78(1) of <i>The Insurance Act</i> (Act) and section 5-24 of <i>The Insurance Regulations</i> (regulations), be the Designated Representative to receive notices and other documents.		
Name of Designated Representative		
Business address	Province/State	Postal/Zip Code
	()	-
Business E-mail	Telephone	



Part C: 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA ever had any licence or registration as an insurance agent, adjusting 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 RIA or any principal shareholder, officer or director, or designated representative of the RIA 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 E: Disclosure of Contracted Agent(s)

The Act, clause 5-70(1)(g), allows under certain circumstances, an agent to be contracted by an RIA licensee to market on behalf of that RIA, insurance products to customers of the RIA.

If you use or intend to use any corporation, partnership or individual other than employees of your RIA to offer or sell insurance to the public on your behalf, please disclose the names of those entitled.

Full Legal Name of Agent	Address of Agent	Contact Information

Part F: Non-Resident Applicants

- Saskatchewan address for service as required by subsection 10-1(3) of the regulations.

SK

Street Address (Box #'s not accepted)	City/Town	Province	Postal Code
2. a) A non-resident applicant whose home jurisdiction has a web based licensee search is not required to provide a Certificate of Authority/Non-Resident Endorsement. Council will verify the licence status online.			
b) A non-resident applicant whose home jurisdiction does not have a web based licence search is required to provide an original Certificate of Authority/Non-Resident Endorsement with this application.			

Part G: Errors & Omissions Insurance (E&O)

- Yes No I have attached a copy of the E&O Certificate in the name of the RIA unless exempt under subsection 5-23(2) of the regulations.



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

By applying for a RIA licence, I, the applicant, understand personal information about any principal shareholder, officer or director, or designated representative may be collected from the applicant or 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 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 I: 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 personally 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 J: Recommender Declaration

To be completed by the licensed insurer recommending the RIA and its Designated Representative.

Applicant Name _____

Please Print _____ is hereby recommended to act as an RIA of the undersigned recommender.

The recommender is licensed to undertake the class of insurance the applicant has applied for and has entered into a contract with the applicant and recommends that the applicant be granted an RIA licence.

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 RIA's Designated Representative or Authorized Official of the Designated Representative has 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 _____

Signature _____

Date Signed _____

Print Name

()

-

()

-

Telephone

Fax

E-mail Address

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



Attachments to the application form

- Part B - a copy of the Saskatchewan Certificate of Registration
- Part C - copies of all necessary documentation
- Part G - provide a copy of E&O Certificate, unless exempt
- 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



Restricted Insurance Agents Classes of Insurance Defined

RIA Applicants, based on RIA Entity Types and Classes of Insurance they are permitted to offer, as outlined in Part A of this application, are defined below.

If the insurance being offered exceeds the insurance defined below, the applicant may not be eligible to obtain an RIA Licence.

Classes of Insurance

Automobile Gap Insurance	means insurance respecting an automobile that: (a) is paid to a creditor under the loan being used to finance the purchase of the automobile on the primary insurer's determination that the automobile is a total loss or total write-off; and (b) is calculated as the difference between: (i) the amount outstanding on a loan used to finance the purchase of an automobile; and (ii) the value of the automobile as assessed by the primary insurer of the debtor.
Cargo Insurance	means insurance covering goods in transit.
Creditor's Vehicle Inventory Insurance	means insurance against direct and accidental loss of or damage to vehicles that are held in stock for display and sale purposes by a debtor of a creditor, if some or all of those vehicles have been financed by the creditor.
Equipment Warranty Insurance	means the subclass of boiler and machinery insurance that provides insurance against loss of or damage to a motor vehicle, or recreational, marine, farm implement or construction equipment, arising from its mechanical failure, but does not include automobile insurance or insurance incidental to automobile insurance or any other prescribed equipment
Export Credit Insurance	means a policy that provides insurance to an exporter of goods or services against a loss incurred by the exporter due to a non-payment of exported goods or services.
Highway Transport Vehicle	means a truck, power unit or semi-trailer as defined in <i>The Traffic Safety Act</i> .
Highway Transport Vehicle Gap Insurance	means insurance respecting a highway transport vehicle that: (a) is paid to a creditor under the loan being used to finance the purchase of the highway transport vehicle on the primary insurer's determination that the highway transport vehicle is a total loss or total write-off; and (b) is calculated as the difference between: (i) the amount outstanding on a loan used to finance the purchase of a highway transport vehicle; and (ii) the value of the highway transport vehicle as assessed by the primary insurer of the debtor.
Highway Transport Vehicle Payment Insurance	means insurance respecting a highway transport vehicle that: (a) is obtained from an insurer; (b) is paid to a purchaser or lessor of a highway transport vehicle on a determination by the primary insurer of the highway transport vehicle that the highway transport vehicle is a total loss or total write-off; and (c) is calculated as the value of the initial payment made by the purchaser or lessor of the highway transport vehicle to the highway transport vehicle dealer at the time of: (i) entering into the purchase agreement respecting the highway transport vehicle; or (ii) entering into the lease of the highway transport vehicle.
Portable Electronics Insurance	means insurance that is within the class of property insurance and that provides coverage against damage to or the loss of a portable electronic device.
Rented Automobile Liability Insurance	means insurance that is within the class of automobile insurance and that provides coverage to an automobile renter and other authorized drivers of the rented automobile for liability arising from its operation.



Rented-Automobile Accidental Injury or Death Insurance	Means insurance that is within the class of automobile insurance and that provides coverage to an automobile renter and other occupants of the rented automobile for bodily injury or death and reimbursement for medical expenses resulting from a vehicular accident involving the rented automobile that occurs during the rental period.
Rented-Automobile Contents Insurance	means insurance that is within the class of property insurance and that provides coverage to an automobile renter and other occupants of the rented automobile against damage to or the loss of personal property in the rented automobile during the rental period.
Travel Insurance	means: (a) a policy that provides insurance to an individual with respect to a trip by the individual away from the province or territory in which the individual ordinarily resides, without any individual assessment of risk, against: (i) loss that results from the cancellation or interruption of the trip; (ii) loss of or damage to personal property that occurs while on the trip; or (iii) loss that is caused by the delayed arrival of personal baggage while on the trip; or (b) a group insurance policy that provides insurance to an individual with respect to a trip by the individual away from the province or territory in which the individual ordinarily resides: (i) against expenses incurred while on the trip that result from an illness or disability of the individual that occurs on the trip; (ii) against expenses incurred while on the trip that result from bodily injury to or the death of the individual caused by an accident while on the trip; (iii) where the insurer undertakes to pay one or more sums of money in the event of an illness or the disability of the individual that occurs on the trip or of bodily injury to or the death of the individual that is caused by an accident while on the trip; (iv) against expenses incurred by the individual for dental care necessitated by an accident while on the trip; or (v) if the individual dies while on the trip, against expenses incurred for the return of that individual's remains to the place where the individual was ordinarily resident before death, or for travel expenses incurred by a relative of that individual who must travel to identify that individual's remains.

RIA Entity Types

Automobile Dealership	must be licensed with Saskatchewan Financial and Consumer Affairs Authority of Saskatchewan as an automobile dealership.
Car Rental Agency	means a person or entity that carries on the business of renting automobiles to the public for a period of 120 days or less.
Construction Equipment Dealership	must be licensed in Saskatchewan under the Agricultural Implements Act.
Deposit-Taking Institution	means: (a) a bank or authorized foreign bank within the meaning of section 2 of the <i>Bank Act</i> (Canada); (b) a loan corporation or trust corporation incorporated by or pursuant to an Act, an Act of the Parliament of Canada or an Act of the Legislature of another province or a territory of Canada; (c) a credit union incorporated by or pursuant to an Act, an Act of the Parliament of Canada or an Act of the Legislature of another province or a territory of Canada; or (d) any other prescribed entity.
Farm Implement Dealership	must be licensed in Saskatchewan under The Agricultural Equipment Dealerships Act.
Portable Electronics Vendor	means a person or entity that: (a) sells or leases portable electronics devices; or (b) otherwise provides portable electronics devices in connection with a transaction between the person or entity and another person or entity;