



# General Insurance Council of Saskatchewan

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## Adjusting Firm Application

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

**Please note:**

*This application applies to you if you are applying for an Adjusting Firm licence and will have Adjuster Representative(s) adjusting on behalf of the firm.*

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

**Incomplete Applications – any missed items listed below will be returned without processing.**

Response to any required information or question.

Relevant attachments or supporting documents.

Required signatures.

Required fee.

## Application Fees

The application fee for obtaining a licence is \$95 (please note the licensing fee is subject to change).

Please refer to the last page of this application form to obtain 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 also be licensed with the General Insurance Council of Saskatchewan.

Corporate Registry  
Information Services  
Corporation (ISC)  
1301 – 1<sup>st</sup> Avenue  
Regina SK S4R 8H2  
Tel: 306.787.2962

## Submitting Applications

All licence applications must be submitted to Council for consideration at:

Licensing Department  
Insurance Councils of Saskatchewan  
310 – 2631 – 28<sup>th</sup> Avenue  
Regina SK S4S 6X3

Tel: 306.347.0862

Fax: 306.347.0525

[www.skcouncil.sk.ca](http://www.skcouncil.sk.ca)



<b>Business address</b>		
Number and Street		
City/Town		Province/State
		Postal Code/ Zip Code
Business telephone and extension	Business Fax	Business e-mail
(    )	(    )	
<b>Address mail will be sent to</b> (complete only if different than business address)		
Number and Street		
City/Town		Province/State
		Postal Code/ Zip Code
Name of designated licensee		

## Part B: Background

The following are questions relevant to *The Saskatchewan Insurance Act* regarding trustworthiness and suitability to be licensed.

For any questions where you answered yes, or where disclosure is called for, please provide complete details on a separate sheet of paper and attach to the application form.

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|--|---|
| <p>1. Have you or any principal shareholder, officer or director ever held an adjusters licence anywhere in Canada or in another country? ___No ___Yes<br/><i>If yes, please provide information about licence year, licence class and jurisdiction.</i></p> <p>2. Has any adjusters licence held by you or any principal shareholder, officer or director, or other licence or registration for selling financial products, ever been suspended or revoked anywhere in Canada or in another country? ___No ___Yes</p> <p>3. Have you or any principal shareholder, officer or director ever been refused an adjusters licence or other licence or registration for selling financial products anywhere in Canada or in another country? ___No ___Yes</p> <p>4. Do you or any principal shareholder, officer or director currently or plan to engage in any business or occupation other than the adjusting business? ___No ___Yes</p> | <p>5. Have you or any principal shareholder, officer or director ever been the subject of any steps in bankruptcy or receivership? ___No ___Yes<br/><i>If yes, please provide a copy of the documents involved. If a discharge from bankruptcy or other settlement was obtained, please provide a copy.</i></p> <p>6. Please disclose any complaint, investigation or charges against you or any principal shareholder, officer or director, past or still pending, for any criminal, quasi-criminal, regulatory or disciplinary offence anywhere in Canada or in another country? <i>(it is not necessary to report offences dealt with by simply paying a ticket)</i><br/>___Nothing to disclose ___Disclosure attached</p> <p>7. Please disclose any other type of legal action against you or any principal shareholder, officer or director, past or still pending, for acts such as mishandling of funds, misrepresentation, fraud, conversion, undue influence or breach of trust?<br/>___Nothing to disclose ___Disclosure attached</p> |
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## Part G: Declaration

The making of a false statement on this application constitutes a material mis-statement 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 an authorized official of the applicant 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 authorized official

X

Date signed

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



## Attachments to the application form

Details if you have answered yes to Part B

A copy of the Saskatchewan Certificate of Registration for the corporation, partnership, business name or trade style

the original Non-resident Endorsement, if applicable

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**.

A NSF charge of \$25 will apply for returned cheques.

or

Charge my credit card for the full amount

VISA

MasterCard

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Print name of applicant \_\_\_\_\_

April 27, 2011

Licensing Department  
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