

# Canadian Council of Insurance Regulators

## Application for Insurer's Licence

### FOR OFFICE USE ONLY

Licence Fee	\$	Date :	Receipt no.	Licence no.
Filing Fee	\$	Processed by :		Date :
Total Fee	\$	Approved by :		Date :

### STATUTORY DECLARATION

I, the undersigned, an authorized representative of the applicant, do certify that the information and documents provided in support of this application are complete and truthful in all respects and that the applicant has complied with the requirement of the laws of all provinces/territories to which it has applied for a licence and/ or the laws of the parliament of Canada governing the activities of the corporation, including regulations adopted by these laws, and hereby undertake to notify the licensing regulators(s) of any material change that may affect this application.

\_\_\_\_\_  
Applicant

### Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print full name and title

Sworn before me at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

(An authorized representative is the attorney for service/chief agent/chief representative or a duly appointed officer of the corporation.)

<b>The incorporating regulator in Canada is/will be</b>	
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The **incorporating regulator** in Canada is the regulatory authority in the jurisdiction of incorporation for Canadian companies or Office of the Superintendent of Financial Institutions for non-marine branches of foreign companies. **Licensing regulators** are the other regulators in the Canadian jurisdictions in which the applicant is licensed or is seeking a licence.

This application has been designed to communicate the information and documentation requirements of the various Canadian regulators in their capacity either as a licensing regulator or as the incorporating regulator and should be submitted to each jurisdiction for which the applicant is seeking a **new** licence or an amendment to an existing licence. Some jurisdictions have annual licensing renewal requirements. This form has not been designed for renewals. Please contact individual jurisdictions to confirm renewal requirements.

The information needs of the incorporating Canadian regulator will normally exceed those of the licensing regulators. **It should be noted that the review of a licence application is a professional assessment and information in addition to that contained in this application form may be requested by individual regulators. Each jurisdiction remains free to impose regulatory or administrative requirements in addition to those provided for in this form.** There are seven appendices (Part G) attached to this application form. Information contained in Parts A, B, C and Appendix I of this application is an integral part of each jurisdiction's licensing data base and changes to any of the data, including certified copies of amendments to articles of incorporation/constating documents, should be reported to each jurisdiction on a timely basis.

New License       Amended License

A **new licence** is the first licence in a jurisdiction. An **amended licence** is the addition or deletion of classes of insurance to an existing licence. Applicants for a **new licence** must complete the entire application except for part D. Applicants for an **amended licence** are required to complete only parts A, B, D and F, if applicable.

**Canadian Council of Insurance Regulators  
Application for Insurer's Licence**

**PART A THE APPLICANT (all applicants)**

<b>1</b>	<b>Name</b>			
<b>2</b>	<b>Head office</b>			
		Tel. :	Fax :	
<b>3</b>	<b>Chief business office in Canada (if head office is outside Canada)</b>			
		Tel. :	Fax :	
<b>4</b>	<b>Electronic Communications</b>	Corporate contact : (please print name and title)		
		E-mail address :		
<b>5</b>	<b>Incorporation</b>	Date :	Jurisdiction :	
		Type (stock, fraternal, mutual, reciprocal, etc.) :		
<b>6</b>	<b>Licence limitations</b>	Reinsurance only :	Discontinuing :	

**PART B CURRENT LICENCE STATUS (all applicants)**

1. Complete as follows: Y = licensed N = not licensed

	OSFI	NL	PE	NS	NB	QC	ON	MB	SK	AB	BC	YK	NT	NU
<b>Currently licensed in/by :</b>														

2. The applicant is currently licensed in one or more of the following jurisdictions outside Canada:

3. Has the applicant ever been refused a licence or is it currently operating in any jurisdiction under a licence that is subject to a condition? Please provide details and contact person in the relevant jurisdiction.

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<b>PART C      CLASSES OF INSURANCE (new and renewals)</b>
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For new licence applications, indicate each class of insurance being applied for per jurisdiction by writing or typing a «Y». Please list any additional classes not specified below in the blank unshaded spaces provided (classes of insurance are not harmonized in Canada). For renewal licences, please indicate the classes of insurance currently being written in each jurisdiction.

Classes applied for	OSFI	NL	PE	NS	NB	QC	ON	MB	SK	AB	BC	YK	NT	NU
Accident & Sickness														
Aircraft														
Automobile														
Boiler and Machinery														
Credit														
Fidelity														
Hail														
Legal Expense														
Liability														
Life														
Marine														
Mortgage														
Property														
Surety														
Title														

<b>PART D      PROPOSAL FOR AMENDED LICENCE (applicants for amended licence only)</b>
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Deletion of following classes of insurance :	
Addition of following classes of insurance :	

The applicant for a licence amendment should include, as an attached document, a narrative that provides the following information:

- reasons for the amendment, including its overall financial impact on the company ; and
- for new classes, a description of all new policy types, the method of distribution and the budgeted volumes for each jurisdiction

**Note: Information requested in Part D should be submitted to licensing regulators only after the amended licence has been approved by the incorporating regulator.**

**Canadian Council of Insurance Regulators  
Application for Insurer's Licence**

<b>PART E DOCUMENTATION REQUIRED (applicants for new licence only)</b>
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**An application is not considered made until all required documents have been submitted. Any documents not submitted with this application must be accompanied by a separate sworn statutory declaration. Applicants are strongly encouraged to submit the application only after all documentation has been completed in full.**

The following documentation is common to a new licence application filing in all Canadian jurisdictions regardless of whether the jurisdiction is the incorporating or licensing regulator. For both the **core** and **supplemental** packages, please indicate, by recording a "Yes" in the right hand column labeled "Attached ?" if the documentation has been included in the filing.

**Core Documentation Package**

Ref.	Document	Attached ?
1	Certified copies of articles of incorporation/constating documents, including by-laws, regulations and amendments thereto (in Saskatchewan, certified copy of constitution - Sections 37(1)(a) and 37(3).	
2	For applicants to provincial regulators, certificate of Status from province of incorporation, or, where federally registered, a copy of the Order to Commence and Carry on Business or Order to Insure in Canada Risks.	
3	Listing of Attorney for Service/Chief Agent/Chief Representative per jurisdiction (Appendix I).	
4	Power of Attorney for Appointment of Attorney for service for each jurisdiction where application is being made, except for jurisdiction of head office (Appendix VII).	
5	Schedule by regulator (par value and market value) of all securities held for deposit and where a reciprocal deposit is being used, a certified copy of the Order in Council (when required) which provides that the deposit held by the relevant jurisdiction is held as a reciprocal deposit.	
6	Proof of membership in a Canadian compensation plan or confirmation from the appropriate compensation plan that the company is not eligible for membership.	
7	Certified copy of the company's most recent financial statements and auditor's report thereon or if the applicant is a new company, certified copy of the audited opening balance sheet of the new company.	

**All** of the following documentation, **as a minimum**, is required by the incorporating regulator.

The supplemental documentation package is required only by the jurisdictions listed below in their capacity as licensing regulators who will endeavour to avoid duplication in the review process by relying, as much as possible, on the incorporating jurisdiction for detailed review, analysis and background checks.

**Supplemental Documentation Package for:**

**Alberta, British Columbia, Manitoba, Nova Scotia, Ontario, Quebec, and Saskatchewan.**

Ref.	Document	Attached ?
8	Business Plan (see instructions outlined in Appendix II)	
9	Personal Information Return (Appendix III)	
10	Copies of all policy forms and endorsements (for Man., and Sask., Auto policies only)	

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**PART F DOCUMENTATION REQUIRED BY JURISDICTIONAL LEGISLATION AND ADMINISTRATIVE NEEDS  
(an applicant is required to submit this documentation if it is applying for new or amended licence  
in a jurisdiction with any of these requirements.)**

Ref.	Jurisdiction	Document	Attached ?
1	Ontario/Quebec	Automobile Rates and Rate Classification System (Quebec - copy of auto rate manual)	
2	Saskatchewan / Ontario	Publication of Notice of Application (Ontario – Section 49; Saskatchewan - Section 129)	
3	Newfoundland and Labrador	Evidence of registration under the Corporations Act <ul style="list-style-type: none"> <li>· Require specimen signatures of those individuals who have been given authority to sign documents on behalf of the insurer (i.e. licence application forms for insurance representatives, agents and brokers).</li> <li>· Require the name of the individual to whom correspondence should be addressed to when consumer complaints are received.</li> </ul>	
4	Nova Scotia	Evidence of registration under the Corporations Registration Act	
5	New Brunswick	Requires a deposit of \$50,000, or such greater amount as the Superintendent considers necessary, if not registered under the Insurance Companies Act (Canada).	
6	Quebec	<ul style="list-style-type: none"> <li>· The most recent inspection report, produced by the incorporating or the licensing regulator.</li> <li>· Copy of the actuary's report on provisions and reserves, on the most recent financial statement.</li> <li>· The declaration of registration and the French version of the name to be used in Quebec.</li> <li>· In the business plan (appendix II), supplemental and specific requirements in Quebec. Contact the regulator (Autorité des marchés financiers).</li> </ul>	
7	Alberta / Northwest Territories and Nunavut	Prescribed Forms and Documents - Section 20. Appointees List Section 458, 459 and 467. Contact the regulator to obtain the filing documents.	
8	Manitoba	<ul style="list-style-type: none"> <li>· Prescribed Form - Authorized Signatures form (MG-3486 (Rev. 94)).</li> <li>· Prescribed Form - Power of Attorney for Chief Agent in Canada form (MG-2004 (Rev.94)) for Canadian companies only.</li> <li>· Prescribed Form – Consent to Act as Chief Agent (OSFI-25) for Foreign companies only.</li> </ul>	

**PART G APPENDICES**

I	.....Attorneys for Service in Canada
II	.....Guideline for Completion of Business Plan
III	..... Personal Information Return
IV	..... Listing of Canadian Regulators
V	..... Summary of Canadian Insurance Regulation
VI	..... Summary of Jurisdictional Fees/Filing Instructions
VII	..... Power of Attorney (except Quebec where the form is prescribed)

**Canadian Council of Insurance Regulators  
Attorneys for Service (Chief Agent) in Canada  
Appendix I**

(to be completed for each jurisdiction where application for a new licence is being made, except for the jurisdiction of its head office; please indicate in each case whether it is an attorney for service or chief agent)

**Canada**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Newfoundland and Labrador**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Prince Edward Island**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Nova Scotia**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**New Brunswick**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Ontario**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Manitoba**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Saskatchewan**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Saskatchewan (if more than one)**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Alberta**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**British Columbia**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Yukon**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Northwest Territories**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Nunavut**

Attorney for Service/Chief Agent  
Street Address

	Tel.	Fax :

**Canadian Council of Insurance Regulators  
Attorneys for Service (Chief Representative) in Canada  
Appendix I**

(to be completed for each jurisdiction where application for a new licence is being made, except for the jurisdiction of its head office; please indicate in each case whether it is an attorney for service or chief representative)

**Canada**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Newfoundland and Labrador**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Prince Edward Island**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Nova Scotia**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**New Brunswick**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Quebec**

Chief Representative

Street Address

	Tel.	Fax :

**Ontario**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Manitoba**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Saskatchewan**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Saskatchewan (if more than one)**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Alberta**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**British Columbia**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Yukon**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Northwest Territories**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Nunavut**

Attorney for Service/Chief Representative

Street Address

	Tel.	Fax :

**Canadian Council of Insurance Regulators  
Guideline for Completion of Business Plan  
Appendix II**

The 'Business Plan' is a package that consists of financial statements, a forecast and a narrative section as follows:

**I FINANCIAL STATEMENTS**

To assess whether the owners have the financial capacity to provide continued financial support to the (proposed) company, copies of their audited financial statements (and regulatory statements, if applicable) for the past five years are required. In some cases this financial statement package will also include audited financial statements of direct and beneficial parent companies or detailed background information showing the personal financial resources of individuals who are or will be shareholders. Interim financial statements for the company ending the quarter preceding the application must be included. If the applicant is an existing company, audited financial statements and regulatory statements for the past five years should be provided to any jurisdiction where it is seeking an initial licence.

**II FIVE YEAR FORECAST**

A financial projection must be prepared for a period of five years and must include an income statement, a balance sheet and a statement of retained earnings. The information should be presented in accordance with Section 4250 of the CICA Handbook and conform to the applicable Canadian regulatory annual statement format. Compliance with minimum asset and/or continuing capital requirements for each year of the projection should be clearly demonstrated and all assumptions used should be described and supported. The projected operating results should disclose underwriting information by class of business and by licensing jurisdiction. When considered necessary by the regulator, an actuarial opinion on the reasonability of the projections and the name, address and telephone number of the actuary and/or other persons involved in preparing the forecast must also be disclosed.

**III NARRATIVE**

This section should clearly present the company's business case for licensing in each of the jurisdictions to which it has applied. As a minimum it should include the following:

**Financial**

A review of the company's capitalization and (proposed) share structure (number of shares authorized, issued and paid up); summary comments on the forecast, the company's financial position and the ownership group's financial resources.

**Organization Structure**

A description of the direct and beneficial ownership of the (proposed) company, including, a detailed organization chart. Any financial institutions within the group should be clearly identified.

**Foreign Institutions**

If the applicant is a subsidiary of a foreign institution engaged in the insurance business, this section must indicate that the company is capable of making a contribution to the financial system in Canada and that treatment as favourable will be provided by the jurisdiction in which the foreign institution principally carries on business (compliance with section 24 of the Insurance Companies Act (Canada)).

**Corporate Governance**

The applicant must provide a list of directors' committees and their members and set out the company's conduct review policies and procedures (conduct review requirements are not applicable to foreign companies).

**Management, Personnel and Training**

Please outline the (proposed) management structure and senior officers; recruiting and training policies.

**Products**

A thorough description of all products to be marketed should be provided.

**Marketing, Distribution, Claims Handling, Policyholder Service**

The methods of marketing, distribution, claims handling, policyholder service and handling of consumer complaints (notation should be made of any jurisdictional exceptions to the company's general practices in these regards) must be described. List all branch offices. Provide the name of the company's compliance officer and details of the compliance plan used for monitoring agents and representatives as required in each jurisdiction.

**Investment Policy**

Provide a summary of the (proposed) investment policy and practices, including any specific jurisdictional procedures or guidelines.

**Reinsurance**

A reinsurance summary showing all proposed reinsurance coverages and terms must be included.

**Canadian Council of Insurance Regulators  
Personal Information Return  
(new licence applicants only)  
Appendix III**

To be completed for each senior officer, director and significant shareholder (i.e. ownership of 10% or more of the company's shares). It is anticipated that the incorporating regulator may request background checks, including criminal record searches.

Senior Officer, Director and/or 10% or greater shareholder :	
Name (full legal name and, if applicable, all previous names; surnames first) :	
Residence (address and telephone number) :	
Date and Place of Birth :	Drivers' Licence No. (jurisdiction) :
Citizenship :	
Education (provide dates, school and degree, if obtained) :	
Memberships/Professional Associations (provide designation, if applicable) :	
Directorates held (indicate if affiliated or unaffiliated) :	
Companies in which person owns or controls 10% more of the voting shares :	
Employment History (provide name of employer, address, kind of business, title, responsibilities, employment dates, and if applicable, reasons for leaving) :	
Have you, or to the best of your knowledge, has any firm in which you were a member, or any corporation in which you are or were an officer, director or major shareholder (10% or more) during the past ten years, been convicted of a criminal offence or of violating any securities or insurance legislation and/or made an assignment for the benefit of creditors, or become legally insolvent, or been adjudged a bankrupt or filed a petition in bankruptcy? If yes, provide specific details on convictions, bankruptcies or civil judgements by professional organizations or self-regulatory bodies :	

I, the undersigned, hereby certify that the foregoing statements are true, correct and complete to the best of my knowledge, information and belief. I consent to the regulator requesting any criminal record searches and also authorize and request any and all former employers and any other person requested to furnish to the regulators, or any agent acting on their behalf, any information they may have concerning my credit worthiness, character, ability, business activities, educational background, general reputation and, in the case of former employers, my employment history with them and the reasons for my leaving them. I hereby release each such employer and each such other person from any and all liability of whatever nature by reason of furnishing such information to the regulators or any agent acting on their behalf.

I understand that the regulators may also request additional information from me to enable them to evaluate this return. I also understand that I have certain duties and obligations imposed upon me by the legislation in each licensing jurisdiction and that it is my responsibility to fully understand these duties and obligations.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 , at ,

\_\_\_\_\_  
(signature)

**Canadian Council of Insurance Regulators  
Listing of Canadian Regulators  
Appendix IV**

**FEDERAL**

Superintendent of Financial Institutions  
Office of the Superintendent of Financial Institutions  
Canada  
255 Albert Street  
Ottawa ON K1A 0H2  
Contact: As above  
Website: [www.osfi-bsif.gc.ca](http://www.osfi-bsif.gc.ca)

tel: (613) 990-8010  
fax: (613) 990-6901

**ALBERTA**

Superintendent of Insurance  
Alberta Finance  
402, 9515 - 107 Street  
Edmonton AB T5K 2C3  
Contact: Peter Blandy  
Manager of Compliance  
Website: [www.finance.gov.ab.ca](http://www.finance.gov.ab.ca)

tel: (403) 422-1592  
fax: (403) 420-0752

**NOVA SCOTIA**

Superintendent of Insurance  
Department of Finance  
4<sup>th</sup> Floor, 1723 Hollis Street  
Halifax NS B3J 3C8  
Contact: As above  
Website: [www.gov.ns.ca/finance/insurance](http://www.gov.ns.ca/finance/insurance)

tel: (902) 424-6331  
fax: (902) 424-1298

**BRITISH COLUMBIA**

Superintendent of Financial Institutions  
Financial Institutions Commission  
1200 – 13450 102<sup>nd</sup> Avenue  
Surrey BC V3T 5X3  
Contact: Deputy Superintendent, Insurance and Pensions  
Website: [www.fic.gov.bc.ca](http://www.fic.gov.bc.ca)

tel: (604) 953-5300  
Toll-free: 1-866-206-3030  
fax: (604) 953-5301

**ONTARIO**

Superintendent of Financial Services  
Financial Services Commission of Ontario  
5160 Yonge Street, 17<sup>th</sup> Floor  
North York ON M2N 6L9  
Contact: Senior Registration Specialist  
tel.: (416) 590-7292  
Website: [www.fsco.gov.on.ca](http://www.fsco.gov.on.ca)

tel: (416) 590-7000  
fax: (416) 590-7078

**PRINCE EDWARD ISLAND**

Superintendent of Insurance  
Office of the Attorney General  
P.O. Box 2000  
Charlottetown PE C1A 7N8  
Contact: Sandra Furlotte  
Compliance Officer  
tel: (902) 368-4577  
fax: (902) 368-5283  
Website: [www.gov.pe.ca](http://www.gov.pe.ca)

tel: (902) 368-4564  
fax: (902) 368-5283

**MANITOBA**

Superintendent of Insurance  
1115 - 405 Broadway  
Winnipeg MB R3C 3L6  
Contact: As above  
Website: [www.gov.mb.ca/fs/cca/firb/index.html](http://www.gov.mb.ca/fs/cca/firb/index.html)

tel: (204) 945-2542  
fax: (204) 948-2268

**NEW BRUNSWICK**

Superintendent of Insurance  
Department of Justice, Insurance Branch  
Kings Place, Suite 635, 440 King Street  
P.O. Box 6000  
Fredericton NB E3B 5H8  
Contact: Licensing Officer  
tel: (506) 453-2541  
Website: [www.qnb.ca/0062/index-e.asp](http://www.qnb.ca/0062/index-e.asp)

tel: (506) 453-2512  
fax: (506) 453-7435

**QUEBEC**

Autorité des marchés financiers  
Direction de l'encadrement de la solvabilité  
Place de la Cité-Tour Cominar  
2640, boul. Laurier, 3e étage  
Bureau 300  
Sainte-Foy (Québec) G1V 5C1  
Contact: Danielle Boulet,  
Surintendante de l'encadrement de la solvabilité  
Website: [www.lautorite.qc.ca](http://www.lautorite.qc.ca)

tél: (418) 525-0558  
poste 4502  
télé: (418) 525-4509

**NEWFOUNDLAND AND LABRADOR**

Superintendent of Insurance  
Department of Government Services  
Confederation Building - West Block  
2nd Floor  
P.O. Box 8700  
St. John's NL A1B 4J6  
Contact:  
Financial Services Regulation Division  
Licensing and Enforcement Officer  
Website: [www.gs.gov.nl.ca](http://www.gs.gov.nl.ca)

tel: (709) 729-2567  
fax: (709) 729-3205

**SASKATCHEWAN**

Superintendent of Insurance  
Saskatchewan Financial Services Commission  
Financial Institutions Division  
Suite 601  
1919 Saskatchewan Drive  
Regina SK S4P 4H2  
Contact: As above  
Website: [www.sfsc.gov.sk.ca](http://www.sfsc.gov.sk.ca)

tel: (306) 787-6700  
fax: (306) 787-9006

**NORTHWEST TERRITORIES AND NUNAVUT**

Superintendent of Insurance  
Department of Finance  
Government of the NWT  
PO Box 1320; YK-3  
Yellowknife, NT X1A 2L9  
For courier delivery:  
4922-48<sup>th</sup> Street, P.O. Box 1320  
YK Centre; Third Floor  
Yellowknife NT X1A 1N2  
Contact: As above  
[www.fin.gov.nt.ca](http://www.fin.gov.nt.ca)      [www.gov.nu.ca](http://www.gov.nu.ca)

tel: (867) 920-3423  
fax: (867) 873-9325

**YUKON**

Superintendent of Insurance  
Community Services  
Box 2703 (C-5)  
Whitehorse YK Y1A 2C6  
Contact: Licensing and Intake Officer  
Consumer Services  
Website: [www.gov.yk.ca](http://www.gov.yk.ca)

tel: (867) 667-5111  
fax: (867) 667-3609

**Canadian Council of Insurance Regulators  
Summary of Canadian Insurance Regulation  
Appendix V**

**FEDERAL**

*Insurance Companies Act* (Canada)

**ALBERTA**

*Insurance Act*, RSA 2000 (Licensing of Insurers - Sections 17-50)

**BRITISH COLUMBIA**

*Financial Institutions Act*, R.S.B.C. 1996, c. 141  
and regulations passed pursuant thereto  
*Insurance Act*, R.S.B.C. 1996, c. 226  
*Insurance (Marine) Act*, R.S.B.C. 1996, c. 230  
*Insurance (Premium Tax) Act*, R.S.B.C. 1996, c. 232  
*Insurance (Captive Company) Act*, R.S.B.C. 1996, c. 227

**MANITOBA**

*Insurance Act*, R.S.M. 1987  
*The Insurance Corporations Tax Act* L.R.M. 1987, c. 150  
*The Marine Insurance Act*  
*Insurance Company Classes of Insurance Regulation* M.R. 390/87R  
*Guarantee Corporation for Insurers*, M.R. 140/90  
*Insurance Fees Regulation*, M.R. 75/2010  
*Insurance Companies Financial Requirements Regulation*, M.R.  
174/97

**NEW BRUNSWICK**

*Insurance Act*, Part II, Sections 20-95 & 242.1-242.5  
*Regulation 94 - 142*  
*Premium Tax Act*

**NEWFOUNDLAND AND LABRADOR**

*Insurance Companies Act*, RSN 1990  
*Corporations Act* (for incorporation and registration only)  
*Insurance Adjusters, Agents and Brokers Act*  
*Insurance Adjusters, Agents and Brokers Regulations*  
*Automobile Insurance Act*  
*Life Insurance Act*  
*Accident and Sickness Insurance Act*  
*Fire Insurance Act*  
*Insurance Contracts Act*

**NORTHWEST TERRITORIES AND NUNAVUT**

*The Insurance Act*, R.S. N.W.T. 1988, c. 1-4, as amended  
*The Insurance Regulations*, R.R. N.W.T. 1990  
*Designation of Compensation Association Order*, c. 1-2, as amended  
*Insurance Regulations*, c. 1-3, as amended  
*Uninsured Automobile Coverage Regulations*, c. 1-4

**NOVA SCOTIA**

*Insurance Act*, R.S.N.S. 1989, chapter 231  
*Mutual Insurance Companies Act*, R.S.N.S. 1989, ch. 306  
*Insurance Premiums Tax Act*, R.S.N.S. 1989, ch. 232  
*Uninsured Automobile Regulations*, OIC 76 - 376, May 22, 1996  
*Licences for Agents Regulations*, OIC 93 - 461A, May 31, 1993  
*Licences for Adjusters Regulations*, OIC 92 - 1145, Nov 24, 1992  
*Insurance Company Regulations*, OIC 90 - 629, May 22, 1990  
*Property Insurance Fire Prevention Tax Regulations*, OIC 77-18, Jan 11, 1977  
*Licensing of Insurers Regulations*, OIC 90-629, May 22 1990, effective June 1,  
1990), N.S. Reg. 142/90

**ONTARIO**

*Insurance Act*, RSO 1990, and regulations passed pursuant thereto  
Licensing - Sections 40 - 69  
Rates - Part XV

**PRINCE EDWARD ISLAND**

*The Insurance Act*, R.S.P.E.I. 1988, Cap. 1-4  
*The Insurance Act*, R.S.P.E.I. 1988, Cap. 1-4, Regulations  
*Premium Tax Act*, R.S.P.E.I. 1988, Cap. P-19  
*Fire Prevention Act*, R.S.P.E.I. 1988, Cap. F-11, Section 9

**QUEBEC**

*Act Respecting Insurance* chapter A-32

**SASKATCHEWAN**

*The Saskatchewan Insurance Act*, R.S.S. 1978, c. S-26  
*The Saskatchewan Insurance Councils Regulations*, S-26, Reg 2  
*The Saskatchewan Insurance Regulations*, 2003, S-26, Reg 8  
*The Saskatchewan Insurance Compensation Plan Regulations*, 1990, S-26,  
Reg 5

**YUKON**

*Insurance Act*, R.S.Y.2002, c.119  
*Insurance Act, Act to Amend S.Y. 2004*, c.13  
*Enabled Regulations:*  
*Insurance Regulations*, Y.C.O.1977/235  
*Schedule of Benefits*, Y.O.I.C.1988/090  
*Compensation Association Regulations*, Y.O.I.C.1988/149  
*Municipal Exchange Regulation*, Y.O.I.C.2005/105  
*Insurance Premium Tax Act*, R.S.Y. 2002, c.120  
*Insurance Premium Tax Regulations*, Y.C.O.1977/210

**Canadian Council of Insurance Regulators**  
**Summary of Jurisdictional Fees/Filing Instructions**  
**(subject to change)**  
**Appendix VI**

<p><b>FEDERAL</b> No fee</p> <p><b>ALBERTA</b> Filing fee = \$500 Licence fee as per Ministerial Order 01/2006 (Calculation provided by regulator)</p> <p><b>BRITISH COLUMBIA</b> As per Schedule 1 of the Financial Institutions Fees Regulation: B.C. Incorporation Fee = \$5,000 Initial Business Authorization Fee = \$2,500 The annual fee is payable 90 days after the fiscal year end and is based on the total non-consolidated assets in Canada as of the fiscal year end date. See Schedule 1 item 10 for B.C. incorporated companies and Schedule 1 item 11 for extra provincial companies. Initial Authorization of a Reciprocal Exchange = \$2,500.</p> <p>As per fees as set out in the Insurance (Captive Company) Act: Application for Initial Registration of a Captive Insurance Company = \$500 Registration of a Captive Insurance Company = \$2,500</p> <p>All cheques to be made payable to the Minister of Finance.</p> <p><b>MANITOBA</b> As per fees schedule set out in the Insurance Fees Regulation</p> <ol style="list-style-type: none"> <li>1. Life = \$1,220 Life + A&amp;S = \$1,590</li> <li>2. Property = \$1,525; auto = \$795; see regulation for additional P&amp;C classes (maximum fee = \$2,280)</li> <li>3. Mutual Benefit Societies, fraternal and provincial mutual insurance companies - \$30 - \$430 (see regulation)</li> <li>4. Initial licence = \$345 (\$85 for mutual benefit societies and fraternal)</li> <li>5. Annual statement filing fee = \$35</li> <li>6. Discontinued licence = \$70</li> </ol> <p><b>NEW BRUNSWICK</b> <i>Insurance Act</i>, Sections 79 and 94, Regulation 94-1421. No new or renewal licence fee.</p> <p><b>NEWFOUNDLAND AND LABRADOR</b> Initial application fee is \$2,500 Annual filing fee for subsequent years based on direct premiums written in Newfoundland and Labrador as follows: Insurance Companies Direct Premiums Written of \$0 to under \$5 million - \$2,500 Direct Premiums Written of over \$5 million - \$4,000 Cheques to be made payable to Newfoundland Exchequer Account</p> <p><b>NORTHWEST TERRITORIES</b> Insurance Regulations, Appendix A c. 1-3, as amended Joint stock and mutuals     life, property = \$330 each     accident = \$220     hail = \$25     all other classes = \$50 in total     discontinued (except life) = \$10 Mutual Benefit and Fraternal Societies     \$100 - \$200 depending on size (membership) Reciprocal or inter insurance exchanges = \$200</p> <p><b>NOVA SCOTIA</b> Life and A&amp;S = \$2,686.08 Property, Auto, Liability, Marine = \$1,790.70 each All other classes = \$1,074.42 each Maximum fee = \$5,372.16 (fees are for a 3-year period)</p>	<p><b>ONTARIO</b> New licence - No fee except for those companies incorporating as an insurer in Ontario the fee is \$4,000 (cheques made payable to the Minister of Finance) No annual licence fee No fee for addition of a class</p> <p><b>PRINCE EDWARD ISLAND</b> Initially and annually thereafter, \$900</p> <p><b>QUEBEC</b> In compliance with article 88 of the <i>Regulation respecting the application of the Act respecting insurance</i></p> <ol style="list-style-type: none"> <li>1. Fees payable to "Autorité des marchés financiers" Constitution: \$5,000 Delivery of additional letters patent to an insurance company: \$2,500 Deposit of modified articles: \$2,500 Fusion or conversion : \$2,500 Deposit of articles of continuation: \$2,500 Initial insurance licence : \$2,500 Request to reinstate an insurance licence: \$2,500 Amended licence in order to indicate the classes of insurance: \$500 Change of representative in Québec or proxy: \$200 Certified copy of Insurance Licence or the appointment of the representative in Québec: \$75</li> <li>2. Fees payable to "Ministre du Revenu du Québec" (transmit to the "Registraire du Québec") Delivery of the constitution certificate or modification certificate: \$500 Delivery of additional letters patent: \$500 Delivery of a certificate for a fusion or a conversion: \$500 Delivery of a certificate for a continuation: \$500</li> </ol> <p><b>SASKATCHEWAN</b> Payable every 5 years; the fee ceiling is \$8,000 Initial Application Review Fee is \$1,000 Basic fee is \$2,000 For each additional class, the fee is \$2,000 (includes life, hail and crop and individual property coverages) For reciprocals, underwriters agencies and reinsurers exclusively, the fee is \$1,500 For discontinuing licences, co-operatives, mutuals and fraternal, the fee is \$500. For a permit for vending machine, the fee is \$200. Amalgamation fee = \$100 Annual Return Filing Fee = \$100 Publication Fee for the Gazette = \$37.45 (all cheques to be made payable to Minister of Finance)</p> <p><b>YUKON</b> Recording and filing fee = \$5 Licence fees:     Life = \$300     Property = \$150     Accident = \$150     Other = \$50     Mutual benefit/fraternal, Life = \$50     Mutual benefit/fraternal, A&amp;S = \$50 Discontinued licence (except life) = \$10</p>
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**Canadian Council of Insurance Regulators  
Power of Attorney  
Appendix VII**

**(To be completed for each licensing jurisdiction except Quebec which requires a prescribed form)**

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_  
Name of appointing insurer  
an insurer organized and existing under the laws of \_\_\_\_\_  
Country or province or state  
and licensed to carry on business in \_\_\_\_\_  
Jurisdiction  
and having its head office in \_\_\_\_\_  
City, province or state, country  
hereby nominates, constitutes and appoints, under the provisions of \_\_\_\_\_  
Legislation  
as its true and lawful attorney and chief agent resident in the above jurisdiction and located at:  
\_\_\_\_\_  
Name of attorney of record / chief agent in full  
\_\_\_\_\_  
Business address and telephone number and fax number

for the purposes of the above legislation.

The said chief agent is hereby expressly authorized to receive service of process in all suits and proceedings against the said insurer in the above named jurisdiction in respect of any liability incurred by it therein, and also to receive from \_\_\_\_\_ all notices that the law requires to be  
Title of regulating authority above  
given, or which it is thought advisable to give.

IT IS HEREBY DECLARED that service of process for or in respect of such liability on the said chief agent is legal and binding on the said insurer, to all intents and purposes whatsoever.

DATED \_\_\_\_\_  
Month, day, year

SIGNED AND SEALED BY :

IN THE PRESENCE OF :

\_\_\_\_\_  
Signature and description of office

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature and description of office

NOTE:

- a) The power of attorney may confer upon the chief agent any further or other powers that the insurer considers advisable.
- b) The party witnessing the signature of the officers of the company is required to take the affidavit on page 3 before a person authorized to administer oaths.

**Canadian Council of Insurance Regulators  
Consent to Act as Attorney of Record / Chief Agent  
Appendix VII**

I, \_\_\_\_\_ of  
Name of Chief Agent / Attorney of Record Name of Law Firm (if applicable)

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Business address (including street and municipality)

Hereby consent to act as the attorney of record / chief agent for

\_\_\_\_\_ pursuant to the Power of Attorney, attached.

Name of the Insurer

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

WITNESS Signature \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

**Canadian Council of Insurance Regulators  
Affidavit of Execution  
Appendix VII**

IN THE MATTER OF THE \_\_\_\_\_  
(Legislation)

AND THE APPOINTMENT OF AN ATTORNEY OF RECORD / CHIEF AGENT THEREUNDER BY

\_\_\_\_\_  
Name of appointing insurer

TO WIT :

I, \_\_\_\_\_  
Full name of witness

of the \_\_\_\_\_ of \_\_\_\_\_  
Status of municipality Name of municipality

in the \_\_\_\_\_ of \_\_\_\_\_  
County, etc., or district Name of county, etc., or district

in \_\_\_\_\_  
Name of province or state and country

Occupation \_\_\_\_\_

MAKE OATH AND SAY THAT:

1. I was personally present and did see the annexed power of attorney duly signed by

\_\_\_\_\_ and  
Full name of signing officer

\_\_\_\_\_  
Full name of signing officer

and did witness the application of the corporate seal of the appointing insurer thereto.

2. I know the said signing officers and they are the

\_\_\_\_\_ and \_\_\_\_\_  
Description of office Description of office

respectively of the said corporation (or « company »).

3. I am the subscribing witness to the said Power of Attorney.

SWORN at the \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_

of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
A commissioner or notary public

NOTE : To be signed by the party witnessing the signatures on Appendix VII, page 1. Affidavit of such party to be taken before a person authorized to administer oaths.