



Alberta Insurance Council



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File: 19.01

Barbara Sutherland
Regional Manager
Association of Canadian Travel Agencies
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Re: Travel Agencies

All Travel Agencies that are licensed to sell travel insurance are required to renew their insurance agents' certificates of authority annually and no later than June 30, 2015.

The Alberta Insurance Council ("Council") is communicating with all license holders about the upcoming renewal, which commences on May 1st, and we are seeking your assistance in this matter.

We are asking if you could send out the following communication on behalf of the Council to all travel agencies by email and/or post the message in your next newsletter.

Your assistance in this matter will help the Council in making the upcoming renewal process as smooth as possible for your members and to ensure that they will be able to continue to sell insurance products without interruption.

If you have any questions about the communication, please feel free to contact me.

Sincerely,

Sylvia Boyetchko
Director of Licensing

Communication to Travel Agencies through Association of Canadian Travel Agencies

The Alberta *Insurance Act* (the “Act”) requires that every business that acts as an insurance agent must hold a valid certificate of authority. The Act also requires that a business that is issued a certificate of authority must appoint a Designated Individual (“DI”) who is responsible for receiving all notices and documents from the Alberta Insurance Council (“AIC”).

This requirement applies to **Travel Agencies** which sell travel insurance. If you require additional information on licensing please contact the Alberta Insurance Council at licensing@abcouncil.ab.ca

If your **Travel Agency** currently holds a valid certificate(s) to sell travel insurance, your license(s) will expire on June 30, 2015 and should be renewed prior to that date if you wish to continue doing business. The AIC will email renewal notifications to all license holders through their Designated Individual(s) in early May. Acting as an insurance agent without holding a valid license is an offence under the *Insurance Act* and could result in disciplinary proceedings and sanctions.

If you are not the Designated Individual (“DI”) for the license issued to your business, then the business must have the DI changed by completing a new application appointing a new person to act as DI and having the application signed by your recommending insurance company. You may not change who your DI is when you renew your certificate(s) on-line. Your new DI will be required to obtain a CIPR number from the CIPR web site (www.CIPR.ca) if he does not already have one. Additionally, if you have changed the name of the business in which you conduct your insurance business, you must complete the appropriate application form(s) and have it signed by your recommending insurer. You may not make these changes when you renew your certificates on-line. All applications may be found on the AIC web site at www.abcouncil.ab.ca

It is your responsibility to ensure that information provided to the AIC for your organization or DI is current. If the information is incorrect you will not be able to renew your licenses.

If you have any other questions, please email us at licensing@abcouncil.ab.ca