



BULLETIN

BULLETIN INSURANCE 2016-02

Re: Online Renewal Applications for Agents, Brokers, Adjusters and Damage Appraisers

21 October 2016

Effective 21 November 2016 **online renewal applications** will replace the existing paper based renewal process to renew a licence as an agent, broker, adjuster or damage appraiser¹. The online licensing portal can be accessed at <https://portal.fcnb.ca> .

Applicants who do not have internet access, may use the terminal provided at each of our office locations.

Paper renewal applications that are incomplete as of 15 November 2016 will not be processed and will be considered abandoned by the applicant. Applicants, who have submitted paper renewal applications and have been notified that they must address deficiencies, are strongly encouraged to do so without delay. Applicants who have their paper renewal applications abandoned and wish to reapply must do so through the online portal.

If you have any questions, please email info@fcnbc.ca and provide your name, phone number and your question.

Angela Mazerolle
Superintendent of Insurance

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225 King Street, suite 200
Fredericton, New Brunswick

Saint John office location
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Saint John, New Brunswick

¹ FCNB will accommodate applicants pursuant to the *Human Rights Act*, RSNB 2011, c 171.