



BULLETIN INSURANCE 2016-01

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

Effective **01 November 2016** FCNB will only accept **online** applications from applicants seeking a licence as an agent, broker, adjuster or damage appraiser.¹ Online applications may be submitted at <https://portal.fcnc.ca>. Applicants requiring computer access to the portal may use the terminal provided at each of our office locations.

Paper applications that are incomplete as of the date above will not be processed and will be considered abandoned by the applicant. Applicants, who have submitted paper applications and have been notified that they must address deficiencies, are strongly encouraged to do so without delay. Any fee payment that accompanied an abandoned application will be refunded. Applicants who have their paper applications abandoned and wish to reapply must do so through the online portal.

The portal will be offline from 4:30 pm AST 14 October 2016 until 9:00 am AST 17 October 2016 for a software upgrade, which will add functionality to enable insurers to review sponsorship requests in the portal. As a result, any draft applications created in the portal but not submitted to the sponsoring insurer by 14 October 2016 will be deleted during this upgrade. Applicants should make every effort to complete their application well in advance of this date or alternatively commence their application after 17 October 2016.

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

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