

Issue No. 30 – October 2020

BULLETIN

Financial Services Regulation Division Renewal Licensing Update

This bulletin is to advise stakeholders that the division is back to regular operations and will begin processing license renewals effective October 13, 2020.

UPDATE ON LICENSING RENEWALS:

- Real Estate Brokers and Salesperson
- Mortgage Brokers
- Insurance Companies
- Insurance Adjusters, Agents, Brokers and Representative Licenses

Will I receive my license renewal in the mail?

- Yes, all licensees will receive their renewal by mail to the mailing address on file
- The chart below outlines the details regarding the process that will be followed

Example: if your license was to be renewed by May 31, 2020, then your license renewal will be mailed by our division by October 13, and the licensee will have up to November 30, 2020 for our division to receive all necessary information to renew your license.

LICENSE RENEWAL DATE	LICENSE RENEWAL TO BE MAILED	LICENSE RENEWAL DUE DATE
May & June 2020	October 13, 2020	November 30, 2020
July & August 2020	November 13, 2020	December 31, 2020
September & October 2020	December 14, 2020	January 31, 2021
November & December 2020	January 13, 2021	February 28, 2021
January & February 2021	February 13, 2021	March 31, 2021
March & April 2021	March 13, 2021	April 30, 2021

How can I submit my renewal for processing?

Email: SNLFinServiceRenewal@gov.nl.ca

Mail: ServiceNL
Financial Services Regulations Division
West Block, 2nd Floor, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Fax: 709-729-3205

How can I pay for my license renewal?

- **Online:** <https://www.gov.nl.ca/snl/online-services/online-services/>
- **Mail:** Cheque or Money Order made payable: Newfoundland Exchequer Account
Digital Government and Service NL
Financial Services Regulations Division
West Block, 2nd Floor, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6
- **Cash Not Accepted**

Licensing Renewal Checklist – incomplete applications will be returned

Please read the licensing checklist below, incomplete applications will be returned to the mailing address on file.

- ✓ Ensure the annual report is completed, signed and witnessed
- ✓ Proof of payment or cheque or money order included with annual report

- ✓ Ensure documentation is attached to annual report as outlined below:

LICENSE TYPE	DOCUMENTATION REQUIRED
<i>Insurance</i>	• Updated Liability and Fidelity Insurance Information • If answered yes to any question on annual report, submit supporting documentation • Reclassification requests: submit transcript of marks and proof of designation
<i>Real Estate</i>	• Updated Errors and Omission insurance Information • If answered yes to any question on annual report, submit supporting documentation • Assurance Fund Application, if required
<i>Mortgage Brokers</i>	• If answered yes to any question on annual report, submit supporting documentation

Renewal Inquiries – Two Options

In an effort to continually improve customer service, questions regarding renewal of licensing should be sent directly to the below options. Our dedicated inquiries staff will respond timely. **Call or emails sent directly to the licensing officers will be sent to the general inquiries number or email to respond.**

Inquiries: 709-729-2595
Email: SNLFinServiceRenewal@gov.nl.ca

Renee Dyer
Director, Financial Services Regulation Division