
New Agent Registration Form

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In accordance with Section 4.2 of the Agents Regulation, "Every Licensee who intends to work with an Agent shall first register the Agent" with the College.

- I have read and understood the Agents Regulation.
- I completed the "Agents" Practice Management Education course.

Agent's Contact Information

Agent's First Name: _____ Agent's Last Name: _____

Agent's Company Name (if applicable): _____

Agent's Business Civic Address: _____

City: _____

Province/State: _____ Country: _____ Postal Code: _____

Agent's Business Telephone Number(s): _____

Agent's Websites/Social Media handles that it uses to solicit or conduct business (e.g., Facebook, YouTube, LinkedIn, Instagram, WeChat, WhatsApp, Telegram, Viber, etc.):

Agent's Email Address:

Is this Agent a company? YES NO

If the Agent is a company, list all the employees working at the company (if applicable):

- I have read Section 5.4 of the Agents Regulation and have attached a completed and signed Agent Agreement to this form. Without a completed and signed Agent Agreement, detailing 5.4 (a) through (i), I acknowledge that my application will be rejected.
- I understand there is a non-refundable processing fee of \$500 to register each Agent and a \$250 fee to maintain an Agent's registration for each subsequent year, as per Section 4.3 and Section 15 of the Agents Regulation.
- I understand that I am responsible for ensuring that my agents comply with the College's By-Laws, Code of Professional Conduct, and Regulations. Failing to meet any of these requirements, I may incur penalties, up to and including suspension or revocation of my licence.
- I understand the Agent is not considered registered and cannot start working as an Agent until an official confirmation is received from the College.

RCIC's Signature: _____

By typing your full name, you declare that the information contained in this form is accurate and true.

Date: _____ Licence Number: _____
DD-MMM-YYYY

NOTES: The RCIC must: 1) provide the Registration Department (registration@college-ic.ca) with a completed and signed New Agent Registration Form and the Agent Agreement, as per the Agents Regulation, 2) confirm the information provided in the form and maintain registration annually during the Annual Renewal process, and 3) inform the Registration Department within fifteen (15) calendar days if there are any changes to the Agent's information.

Instructions: To complete this form, you must download and save a blank copy to your computer. Minimize your Internet browser and open the saved copy from your computer files. Then, using your computer, enter your information in the fillable form, save it, and attach it to your email. For multiple Agents, please use separate forms.