

Application for professional recognition (Canada)

Insurance of persons
Group insurance of persons
Damage insurance
Mortgage brokerage
Claims adjustment

This form is for candidates from another province or a territory of Canada who:

- wish to pursue activities in a sector or a sector class in Québec;
- have successfully completed or undertake to successfully complete the required Québec-specific training and examination(s) corresponding to their situation; and
- wish to take advantage of legal exemptions set out in the [Regulation respecting the issuance and renewal of representatives' certificates](#) (if applicable).

Rights of access and correction

You may examine the personal information concerning you, obtain a copy of it or request that it be corrected if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by the *Act respecting Access to documents held by public bodies and the Protection of personal information*, CQLR, c. A-2.1. If you have any questions on this matter, please visit the AMF website at [Information Access](#).

Important

We recommend that you obtain access to AMF E-Services by completing the “Application to register for AMF E-Services – Non-residents of Québec” form before submitting your application for recognition. The application form is available on the [AMF website](#) under Professionals > E-Services > How to register for AMF E-Services.

After analyzing your application for recognition, the AMF will send you an official communication informing you whether your application has been accepted or denied.

If you refuse or fail to provide us with the requested information and/or documents, we will not be able to process the application. Information on the terms and condition set out in the Regulation is available on the AMF website.¹

¹ Becoming a professional > Training > Professional recognition in Canada

Part 1 – Identification

Information

Client No. (10 digits), if applicable

Ms.	First	Last
Mr.	name(s)	name

Date of birth:	Language of correspondence: French	English
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Home address

Civic No.	Street	Apt.
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City	Province
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Telephone (residence)	Telephone (business)	Ext.
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Cell phone	Personal e-mail address
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Part 2 – Purpose of the application

Please indicate the purpose of your application for professional recognition.

Obtaining a certificate in Québec in recognition of the equivalency of a Canadian authorization to practise.

Reinstating a Québec certificate in insurance of persons or group insurance of persons after a surrender period of more than one year and less than three years: Submission of proof of successful completion of Exam 01-111 – *Go directly to Part 6*

Part 3 – Relevant sector in Québec

Please indicate the sector or sector class you wish to be certified for in Québec.

Insurance of persons

Accident and sickness insurance

Group insurance of persons

Group insurance plans

Group annuity plans

Mortgage brokerage

Damage insurance

Personal-lines damage insurance

Commercial-lines damage insurance

Claims adjustment

Claims adjustment for personal-lines damage insurance

Claims adjustment for commercial-lines damage insurance

Information Centre

Toll-free: 1-877-525-0337

Québec City: 418-525-0337

Montréal: 514-395-0337

Important

Missing information or supporting documents will delay processing of your application.

You may be required to provide additional supporting documents.

Part 4 – Statement

Please answer the following questions

1. Do you hold a legal authorization to practise in another province or a territory of Canada? Yes ☐ No ☐
2. If so, which province or territory?
 - 2.1 If so, what is the official title of your legal authorization to practise?

Part 5 – Supporting documents – Obtaining a certificate in Québec in recognition of the equivalence of a Canadian authorization to practise

Please attach a photocopy of the documents relevant to your sector to your application:

Insurance of persons (including accident and sickness insurance); and

Group insurance of persons (including group insurance plans and group annuity plans).

CIPR number

Copy of Canadian practising certificate/equivalent document

This document, issued by a competent authority, proves that you hold or have held a legal authorization to practise from another province or territory of Canada. It must be equivalent to the representative's certificate applied for in Québec. *For the equivalences that can be granted in Québec, go to the Becoming a professional section of the AMF website, select the relevant sector, click on step 1, then click on "Representatives from a Canadian province other than Québec or from a Canadian territory".*

Official document confirming that the representative has passed Exam 01-111

This official transcript, issued by the regulator or its authorized agent, proves that you have passed Exam 01-111 - *Develop an ethical professional practice*, in accordance with the rules governing the insurance of persons sector.

Mortgage brokerage;

Damage insurance (including Personal-lines damage insurance and Commercial-lines damage insurance); and

Claims adjustment (including Claims adjustment for personal-lines damage insurance and Claims adjustment for commercial-lines damage insurance).

Copy of Canadian practising certificate/equivalent document

This document, issued by a competent authority, proves that you hold or have held a legal authorization to practise of another province or territory of Canada. It must be equivalent to the representative's certificate applied for in Québec. *For the equivalences that can be granted in Québec, go to the Becoming a professional section of the AMF website, select the relevant sector, click on step "1", then click on "Representatives from a Canadian province other than Québec or from a Canadian territory".*

Part 6 – Supporting documents – Reinstatement
Insurance of persons and group insurance of persons

To be completed only by candidates who acted as representatives in insurance of persons or group insurance of persons for at least one year (12 months) prior to the surrender or non-renewal of their Québec certificate (the surrender period is more than one year and less than three years).

Please attach a photocopy of the requested document to your application:

Official document confirming that the representative has passed Exam 01-111

This official transcript, issued by the regulator or its authorized agent, proves that you have passed Exam 01-111 - *Develop an ethical professional practice*, in accordance with the rules governing the insurance of persons sector.

Part 7 – Canadian identity documents

If you are not registered for AMF E-Services, please provide one of the following identity documents.

The AMF may determine that one or more additional identity documents are required.

Check one of the following valid Canadian identity documents and attach a photocopy of it to this form:

Birth certificate issued by the Directeur de l'état civil
du Québec or another provincial or territorial authority

Citizenship card or certificate

Confirmation of Permanent Residence
(IMM5292 or IMM5688)

Canadian passport

Permanent resident card

Work permit

Part 8 – Declaration regarding information provided

I declare that the information provided herein is accurate and complete. I declare that I use my name as it appears on all my valid Canadian identity documents. I have attached all supporting documents required to process my application.

Ms.
Mr.

First
name

Last
name

Signature

Date

Please submit your application in AMF E-Services, accessible from the AMF website at www.lautorite.qc.ca. Select “Other” in the AMF E-Services main menu, choose “Other application/request,” then select “Other application/request – Qualification.”

If you are unable to use AMF E-Services, please mail your application to:

Autorité des marchés financiers
Place de la Cité, tour PwC
2640, boulevard Laurier, bureau 400
Québec (Québec) G1V 5C1