



Damage insurance (Personal Lines and Commercial Lines)  
Claims adjustment (Personal-lines and Commercial-lines)

**PART 2 – STATEMENT**

Please answer all of the questions below. Depending on your answers, you may be required to submit additional supporting documents. The forms are available on the AMF website at [www.lautorite.qc.ca](http://www.lautorite.qc.ca) in the section *Professionals*.

“Since your last declaration” means any declaration you have previously submitted to the AMF as a candidate or certified representative under the *Act respecting the distribution of financial products and services*, CQLR, c. D-9.2 (the “Distribution Act”).

**If this is your first declaration, please provide a complete history of the facts for each of the questions below.**

**Important:** You must notify the AMF of any change to the information or a document furnished within 5 days of such change or, if it concerns the pursuit of another activity (“outside activity”), within 30 days of such change.

1. Do you hold a valid representative’s certificate from another province?  Yes  No

→ If so, which province? \_\_\_\_\_ Number of years of practice: \_\_\_\_\_

Sector or sector class: \_\_\_\_\_

2. Since your last declaration:  Yes  No
- have you been convicted of an offence or a criminal act by a Canadian or foreign court
  - or**
  - have you been the subject of a civil suit related to your activities as a representative
  - or**
  - has a disciplinary sanction been imposed on you by a disciplinary committee or by a body in Québec or in another province or another state that is responsible for supervising and monitoring persons acting as representatives?

*You must answer “yes” to this question if you have been granted an absolute or conditional discharge under the Criminal Code, RSC 1985 c. C-46. However, you do not need to answer “yes” if you were found not guilty or the charges against you were withdrawn.*

If you answered **yes**, please complete and submit the **Statement of Guilt form**.

3. Are you in default of paying any outstanding fines, costs and interest imposed by a disciplinary committee or by the Court of Québec sitting in appeal of a decision of such a committee, or are you in default of paying fines for an offence committed under any of the following: the *Act respecting the distribution of financial products and services*, CQLR, c. D-9.2; the *Real Estate Brokerage Act*, CQLR, c. C-73.2; the *Securities Act*, CQLR, c. V-1.1, or the  Yes  No

Damage insurance (Personal Lines and Commercial Lines)  
Claims adjustment (Personal-lines and Commercial-lines)

*Professional Code, CQLR, c. C-26?*

If you answered **yes**, please attach details to your application.

4. Since your last declaration, has your certificate or right to practise been suspended, cancelled, revoked or subject to any restrictions or conditions, or have you been sanctioned by a disciplinary committee or by a body in Québec or in another province or jurisdiction that is responsible for supervising and monitoring persons acting as representatives in a sector or a category governed by the *Act respecting the distribution of financial products and services*, CQLR, c. D-9.2, the *Real Estate Brokerage Act*, CQLR, c. C-73.2, or the *Securities Act*, CQLR, c. V-1.1?  Yes  No

*You do not need to answer "yes" to this question if the decision was issued by the AMF, as the AMF already has this information on file?*

➔ Decision No.: \_\_\_\_\_ Date: \_\_\_\_\_

➔ Decision maker's name: \_\_\_\_\_ Sector or sector class: \_\_\_\_\_

5. Since your last declaration, have you filed for bankruptcy, made an assignment of your property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*, RSC 1985, c. B-3?  Yes  No

*You do not have to answer "yes" to this question where a proposal was accepted by the creditors and the court.*

➔ If you answered **yes**, please complete and submit the **Statement of Bankruptcy form**.

6. Are you under protective supervision in the form of a tutorship, curatorship or adviser?  Yes  No

*Protective supervision is a mechanism provided for by law to protect persons who are under a legal disability. A supervisor is not considered a tutor, curator or adviser.*

➔ If you answered **yes**, please attach details to your application.

7. Since your last declaration, have you been a director, officer or partner of a firm or partnership whose registration was cancelled under the *Act respecting the distribution of financial products and services*, CQLR, c. D-9.2, the *Real Estate Brokerage Act*, CQLR, c. C-73.2, or the *Securities Act*, CQLR, c. V-1.1?  Yes  No

➔ If you answered yes, please attach details to your application.

Damage insurance (Personal Lines and Commercial Lines)  
Claims adjustment (Personal-lines and Commercial-lines)

**PART 3 – PURPOSE OF THE APPLICATION**

- Authorization to register for examinations for a first certificate
- Addition of sector or sector class to a certificate
- Reinstatement of certificate

**PART 4 – CHOICE OF SECTOR OR SECTOR CLASS**

- Damage insurance (personal-lines and commercial-lines)
- Personal-lines damage insurance
- Commercial-lines damage insurance
- Claims adjustment (personal-lines and commercial-lines)
- Claims adjustment for personal-lines damage insurance
- Claims adjustment for commercial-lines damage insurance

**PART 5 – CAREER ELIGIBILITY REQUIREMENTS**

To register for an examination session, you must provide proof that you meet the career eligibility requirements as defined by the AMF for the chosen sector or sector class. If you do not meet these requirements, processing of your application may be delayed or your application may be cancelled.

**Note**

*If you provided these documents with a previous application, it is not necessary to do so again. The AMF reserves the right to request an original document.*

**Check only the requirement that applies to your situation.**

- ➔ **If you check any of these requirements**, you must attach a photocopy of the official transcript issued by the registrar of the educational institution stating that the diploma was obtained.
- Diploma of collegial studies from Québec;
- Attestation of collegial studies in damage insurance recognized in an agreement entered into for that purpose between the AMF and a Québec college-level educational institution;
- Two university certificates of 30 credits each issued by a Canadian university;
- Bachelor's degree, specialized graduate diploma, Master's degree or doctoral degree issued by a Canadian university.

Damage insurance (Personal Lines and Commercial Lines)  
Claims adjustment (Personal-lines and Commercial-lines)

<input type="checkbox"/> Decision issued by the AMF recognizing a level of education equivalent to a diploma of collegial studies;
<input type="checkbox"/> A comparative evaluation for studies done outside Canada issued by one of the members of the Alliance of Credential Evaluation Services of Canada indicating a level of education equivalent to a diploma of collegial studies or graduate diploma (attach photocopy);
<input type="checkbox"/> Decision issued by the AMF recognizing a secondary level of education and at least 3 years of full-time employment experience.
<input type="checkbox"/> Certificate in damage insurance issued by the AMF after October 1, 2002 that was held for at least one year. ➤ Certificate No.: _____
<input type="checkbox"/> Certificate in damage insurance issued by another province or territory in Canada. ➤ <b>If you checked this requirement</b> , you must attach proof issued by the body responsible for the province or territory where you held your certificate indicating that you were authorized to act as a representative in that province or territory. This authorization must have been valid in the year preceding your application to act as a representative.
<input type="checkbox"/> Proof of residence ➤ You must also provide proof that you were living in a province other than Québec when you obtained the legal authority to carry on activities as a representative. This proof must show your name and address. A list of accepted proofs of residence is available on our website.

### PART 6 – VALID PROOF OF CANADIAN IDENTITY

#### Note

*If you provided proof of identity with a previous application, it is not necessary to do so again.*

*Not providing one of the identity documents listed below will result in a delay in the processing of your application.*

*The AMF may determine that one or more additional proofs of identity are required. **Note that a driver's licence or health insurance card is not considered valid proof of identity.***

Check and attach to this form one of the **valid Canadian identity documents** below:

- Birth certificate issued by the *Directeur de l'état civil* of Quebec or another provincial or territorial authority
- Citizenship card or certificate
- Confirmation of Permanent Residence (IMM5292 or IMM5688)
- Passport
- Permanent resident card
- Work permit



