



THE INSURANCE COMMISSION
OF THE BAHAMAS

INSURANCE SALESPERSONS EXAMINATION GUIDELINES

The Insurance Commission of The Bahamas (“the Commission”) hereby advises of the 2019 Salesperson Examination dates:

<u>Nassau</u>	<u>Freeport</u>
9 th January	7 th January
7 th February	4 th February
7 th March	4 th March
4 th April	1 st April
2 nd May	6 th May
6 th June	3 rd June
4 th July	1 st July
1 st August	6 th August
5 th September	2 nd September
3 rd October	7 th October
4 th November	7 th November
5 th December	2 nd December

Examinations begin promptly at 9:30 a.m. in Nassau, at the office of the Bahamas Insurance Association, Suite 8, Royal Palm and in Freeport, at the Training Centre, Post Office Building.

To be eligible to sit the Salespersons Examinations individuals must complete the application process, which includes:

- A letter of intent from the sponsoring company. The letter should also indicate that the company considers the applicant suitable to carry on business as a salesperson (pursuant to Section 2(3) of the Insurance Act, 2005) and the proposed date on which the applicant will take the examination
- Certified documents to prove educational qualifications or experience of the applicant i.e. diplomas, academic or professional certifications or aptitude test
- One passport photo
- A copy of the applicant’s passport
- A valid police record (not more than 6 months old)
- A non-refundable application fee of \$75.00
- Copy of Permanent Residency Certificate or Work Permit Card where applicable

Complete application packages must be submitted to the Commission at least 5 business days prior to the examination date. Persons will not be allowed to sit the examination unless all required documents and fees are submitted by the deadline.

The pass mark for the examination is 75%. Each applicant is allowed to sit the examination three times at maximum. Fees for each sitting are as follows:

- (i) First Sitting -\$75.00 (fee included in initial application)
- (ii) Second Sitting -\$25.00
- (iii) Third Sitting -\$75.00

If an applicant is unable to take the examination on the scheduled date, notice must be given to the Commission at least 2 business days in advance. Failure to do so will result in the forfeiture of the examination fee.

Applicants are not permitted to solicit insurance business until he/she has been issued a Certificate of Registration and an Insurance Salesperson’s license.

For more information please contact the Insurance Commission of the Bahamas at 397-4183 or visit our website at www.icb.gov.bs.

Michele C.E. Fields
Superintendent of Insurance