

Issue No. 33 – April 2021

BULLETIN

Financial Services Regulation Division Licensing Renewal Update

This bulletin is to advise stakeholders that the division is back to regular operations and will begin processing license renewals effective April 5, 2021. Additional details below.

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, please read carefully.
- **Example:** if your license was to be renewed by January 31, 2021, then your license renewal will be mailed by our division by April 16, and the licensee will have up to May 31, 2021 for our division to receive the information to renew your license.

LICENSE RENEWAL DATE	LICENSE RENEWAL TO BE MAILED	LICENSE RENEWAL DUE DATE
January & February 2021	By April 16, 2021	May 31, 2021
March & April 2021	By May 14, 2021	June 30, 2021
May & June 2021	By June 11, 2021	July 31, 2021
July & August 2021	By July 16, 2021	August 31, 2021

How can I submit my renewal for processing?

Email: SNLFinServiceRenewal@gov.nl.ca

Mail: 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

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
- ✓ Documentation is attached to annual report such as, insurance documents
- ✓ Proof of payment included with annual report

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.

Inquiries: 709-729-2595

Email: SNLFinServiceRenewal@gov.nl.ca

Thank you,
Renee Dyer
Director, Financial Services Regulation Division