

Manage Licence Application – for agents

Licence details

Lists certain tombstone information about your licence.

Branch locations

Contains a list of your currently licensed branches.

My renewal submissions

Contains a list of your renewal submissions. Click the **Renew** button at the bottom of the page to start or edit your current renewal submission.

My upgrade or downgrade licence submissions

Contains a list of your upgrade or downgrade licence submissions (i.e. requests to change your number of permitted salespersons and/or your bond). Click the **Upgrade/Downgrade Licence** to start or edit a submission.

My change in circumstances submissions

Contains a list of your change in circumstances submissions (see the CIC bulletin for details of what changes you are required to report). Click the **File a Change in Circumstances** button to start or edit a submission.

My branch management submissions

Contains a list of your branch management submissions (i.e. requests to add or remove branches from your licence). Click **Manage Branches** to start or edit a submission.

My salesperson and manager cancellation submissions

Contains a list of licence cancellation submissions. View or edit a submission by clicking on the menu button to the right of a particular item in the list.

Salesperson and manager CIC submissions

Contains a *view only* list of change in circumstances filings submitted by your employees.

Pending salesperson and manager applications

Contains a list of persons *who have applied* for licensing under your agency. Review and process these by clicking on the menu button to the right of a particular item in the list.

Pending salesperson and manager renewals

Contains a list of persons *who have applied* for licensing renewal under your agency. Review and process these by clicking on the menu button to the right of a particular item in the list.

Active salesperson and manager licences

Contains a list of persons *who are currently licensed* under your agency. View their application and access an option to request cancelation of a licence by clicking on the menu button to the right of a particular item in the list.