

INSURANCE COMMISSION OF THE BAHAMAS



INSURANCE SALESPERSONS EXAMINATION GUIDELINES

The Insurance Commission of The Bahamas (the Commission) hereby advises of the 2023 Salesperson Examination dates:

Nassau

5th January
2nd February
2nd March
6th April
4th May
1st June
6th July
3rd August
7th September
5th October
2nd November
7th December

Freeport

6th January
3rd February
3rd March
11th April
5th May
5th June
7th July
4th August
8th September
6th October
3rd November
8th December

To be eligible to sit the Salespersons Examination 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
- A copy of the applicant's résumé and cover letter

Complete application packages and fees must be submitted to the Commission through your sponsoring company at least five 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 permitted to sit the examination three times at maximum. Candidates that are unsuccessful on their first attempt at sitting the examination are eligible to re-sit at the next sitting, those that are unsuccessful on their second attempt are only eligible to re-sit the examination after three months, and candidates that remain unsuccessful on their third attempt is only eligible to re-sit the examination after one calendar year.

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 two business days in advance. Failure to do so will result in the forfeiture of the examination fee.

An applicant is 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