

Introduction

1. This document is meant to guide Corporate Agents, of which bancassurance are a sub-group of, about what is required of them, by the National Insurance Commission.
2. The appendix sets out the documents required to be submitted by the principal of a corporate agent, as part of the licensing processes.

Guidelines

3. A Corporate body desirous of selling insurance products, shall be presented by an insurance company to be licensed as a corporate agent in accordance with section 111 of Insurance Act, 2021 (Act 1061)
4. A Corporate body so licensed under paragraph 1 shall sell personal insurances only. Personal insurance is defined as policies sold to or purchased by individuals for their own benefit as opposed to corporate entities. A Corporate agent is therefore not permitted to sell commercial lines of business.
5. A director, officer, employee or significant owner of a licensed insurer or insurance brokerage cannot be a shareholder, director or officer of a corporate agent.
6. Products which have already been approved by the Commission but which have been amended or repackaged to make it suitable for a corporate scheme must be submitted to the Commission for approval.
7. A copy of the agreement between the corporate body and the insurance company, together with the details and the branding arrangements of the products to be sold shall be submitted to the NIC for review and approval.
8. There should be an agreement between the principal (Insurance company) and the corporate agent. This contract should cover the following:
 - a. Provide for the appropriate confidentiality of policyholder information;
 - b. Include provisions concerning the handling and transmission of data;
 - c. Enable the insurer to access and receive all information collected or held by the outsourcing service provider that is relevant to the design, development, pricing and sale of the insurance contract concerned.
 - d. A minimum notice period before a party can walk out of the contract. Preferably at least 6 months

- e. A minimum period of commitment. All parties should agree to be part of the deal for at least one year. That is any party cannot walk away from the contract until more than year after the inception.
9. A Corporate body which applies for a corporate agency licence shall have ‘Designated Persons’ who shall have the qualification and practical training required of an individual agent to be licensed as ‘Sub Agents’ and who shall be responsible for soliciting and procuring insurance business on behalf of the corporate agent
10. Evidence of availability of minimum required capital of at least **GH¢100,000. At least 60% of the minimum capital requirements must be in cash or cash equivalent.**
11. An applicant for a corporate agency licence and all applicants for Sub Agency licences (Designated Persons) shall pay to the NIC, an application fee (**GH¢5,000**) on submission of the application and a licence fee (**GH¢3,500**) if approved.
12. An application for a corporate agency (**Bancassurance**) licence and all applicants for Sub Agency Licences (Designated Persons) shall pay to the NIC, an application fee (**GH¢10,000**) on submission of the application and a licence fee (**GH¢3,500**) if approved
13. The Corporate body shall not induce or compel in any form, a prospect to buy an insurance product of its Principal. All prospects, including staff of the corporate body, should be allowed to decide out of their own volition, which insurance product they wish to buy and from which insurance company.
14. A corporate Agency license issued by the NIC under paragraphs 1 will run from 1st May – 31st April of each year, to be renewed yearly on 31st April.
15. Sub-Agents (Designated Persons), Sub Agents licence on the other hand runs from 1st January-31st December of every year.
16. A Corporate body which is licensed by the NIC as a corporate agent, shall submit to the NIC at the end of every year, a report containing the number of policies sold during the year by product type and the premiums generated. The report shall be submitted within three (3) months after the end of the financial year.
17. Section 111 and all other provisions of the Insurance Act, 2021, Act 1061, Regulations, Market Conduct Rules, Code of Practice and Guidelines, which apply to Agents, shall apply to corporate agents as well.
18. A Corporate body cannot be the agent for its own insurances.

Appendix- Documents to be submitted to NIC as part of a corporate agency partnership

Please find below documents to be submitted for Corporate Agency or Bancassurance Partnership;

1. Completed application forms for corporate agency
2. Application fee of GH¢5,000 if it's a corporate agent and GH¢10,000 if it's Bancassurance and a license fee of GH¢3,500 for both if approved
3. The latest (3year) audited financial statement of the applicant, audited accounts of the immediate parent and consolidated group accounts if any.
4. Registrar General's Documentation of corporate body
5. Certificate to Commence Business of corporate body
6. Certificate of Incorporation of corporate body
7. Detailed Shareholding of the corporate institution and brief background information
8. Detailed CVs of Shareholder(s), Directors of corporate body
9. Professional Indemnity cover with a limit of indemnity of GH¢500,000 (this may be required depending on the risk involved)
10. List of all Sub-agents
11. Products to be sold under the partnership
12. Officer-in-charge of partnership from Insurance company and corporate body
13. Corporate Agency Agreement between Insurance Company and corporate body