

INSURANCE COMMISSION OF THE BAHAMAS



INSURANCE SALESPERSONS EXAMINATION GUIDELINES

The Insurance Commission of The Bahamas (the Commission) hereby advises of the dates of the 2025 Salesperson Examination:

New Providence

16th January
6th February
6th March
3rd April
1st May
12th June
3rd July
7th August
4th September
2nd October
6th November
4th December

Grand Bahama

17th January
7th February
7th March
4th April
2nd May
13th June
4th July
8th August
5th September
3rd October
7th November
5th December

To be eligible to sit the Salespersons Examination applicants 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 (1) passport photo;
- A copy of the applicant's passport;
- A valid police record (not more than six (6) months old);
- A non-refundable application fee of \$100.00;
- Copy of Permanent Residency Certificate or Work Permit Card, *where applicable*;
- Applicant's curriculum vitae;
- One (1) Professional Reference.

Complete application packages and fees must be submitted to the Commission by the sponsoring company at least five (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 prescribed deadline.

The passing mark for the examination is 75%. Each applicant is permitted to sit the examination a maximum of three (3) times in any calendar year. Candidates who are unsuccessful on their first attempt at sitting the examination are eligible to re-sit at the next sitting, those who are unsuccessful on their second attempt will be eligible to re-sit the examination after a three (3) month waiting period, and candidates who remain unsuccessful on their third attempt are only eligible to re-sit the examination after one (1) calendar year.

Fees for each sitting are as follows:

- (i) First Sitting - \$100.00 (fee included in initial application)
- (ii) Second Sitting - \$75.00
- (iii) Third Sitting - \$50.00

If an applicant is unable to take the examination on the scheduled date, notice must be given to the Commission at least two (2) business days in advance for applicants sitting in New Providence, and three (3) business days for applicants sitting the examination in Grand Bahama. 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 603-4183 or visit our website at www.icb.gov.bs.

Dana L. Munnings-Gray
Superintendent of Insurance

