

Empire Life Contracting Requirements Guide

Which Contract do I need?

- An **individual broker** reports to an MGA or AGA, they are paid directly, and they own their business.
- A **corporate broker** reports to an MGA or AGA, they are paid directly to a corporate account, and they own their business, and the business of any sub-brokers.
- A **corporate sub-broker** reports to a corporate broker, is generally on pay transfer to the corporate broker, and they do not own their business.

Individual Broker	Form #	Important Information
Advisor Screening Questionnaire	B-0224	
Advisor Consent and Authorization Form	B-0225	
Direct Deposit Request Form	B-0002	Include a pre-printed void cheque in individual's name
Broker's Agreement	B-0223	
Copy of Current Licence (s)	NA	
Copy of Current Error and Omissions Insurance	NA	Must be named insured Please see HOC 2008-19 for more information.
Copy of the advisor's disclosure template and a description of the needs-based selling process the advisor follows	NA	Please see Information Circular 2017-21 for more information
MGA Bonus Allocation (if applicable)	NA	Must be signed by MGA
Covering memo to clarify set up: i.e. explain hierarchy	NA	
Policy Transfer Request Form (if applicable)	B-0072	

Corporate Broker	Form #	Important Information
Advisor Screening Questionnaire	B-0224	Required for all shareholders with greater than 20% interest in company
Advisor Consent and Authorization Form	B-0225	
Direct Deposit Request Form	B-0002	Include a pre-printed void cheque in company's name
Broker's Agreement	B-0223	
Corporate Broker Addendum	B-0210	
Copy of Current Licence (s)	NA	
Copy of Current Error and Omissions Insurance	NA	Must be named insured Please see HOC 2008-19 for more information.
Copy of the advisor's disclosure template and a description of the needs-based selling process the advisor follows	NA	Please see Information Circular 2017-21 for more information
MGA Bonus Allocation (if applicable)	NA	Must be signed by MGA
Covering memo to clarify set up: i.e. explain hierarchy	NA	
Policy Transfer Request Form (if applicable)	B-0072	
Articles of Incorporation/List of Shareholders	NA	

Corporate Sub-Broker	Form #	Important Information
Advisor Screening Questionnaire	B-0224	
Advisor Consent and Authorization Form	B-0225	
Direct Deposit Request Form (if applicable)	B-0002	Include a pre-printed void cheque in individual's name Signed by MGA and Corporate Sub-Broker
Copy of Current Licence (s)	NA	
Copy of Current Error and Omissions Insurance	NA	Must be named insured Please see HOC 2008-19 for more information.
Copy of the advisor's disclosure template and a description of the needs-based selling process the advisor follows	NA	Please see Information Circular 2017-21 for more information
MGA Bonus Allocation (if applicable)	NA	Must be signed by MGA
Covering memo to clarify set up: i.e. explain hierarchy	NA	

Other Useful information

- [Empire Life Commission Schedule](#)
- [Fundserv compensation schedule](#)