

EMPIRE LIFE INFORMATION CIRCULAR

DATE: September 15, 2011

Nº. 2011-25

CATEGORY : CONTRACTING

TO : Managing General Agents

SUBJECT : **AGA Contracts**

Here is an outline of our current process for Associate General Agent (AGA) contracting.

There are two types of AGA contract set-ups available:

- **Non-Direct AGAs:** This type of AGA contract should only be used if the Corporate Broker Agreement cannot accommodate the organization. Non-Direct AGAs do not deal directly with Empire Life. Similar to a Corporate Broker, all business flows through the MGA.
- **Direct AGAs:** This type of AGA contract can only be used with a corporate entity (not with an individual). It requires a minimum production level of \$100,000 FYC per year. Direct AGAs deal directly with Empire Life and therefore must have the administrative office structure in place to do so. Prior to issuing a Direct AGA contract, we perform a full screening of the AGA and submit it to the Vice-Presidents, Retail Distribution for their approval. No business may be submitted until the contract has been approved.

AGA contracting documentation can be requested from our Producer Documentation area. It is important that a covering memo accompany the documents, indicating what type of AGA contract is being requested.

If you have any questions regarding this process, please contact our contracting team at producer.doc@empire.ca.

Reference **Alison Taylor**, Manager, Dealer Services

