AGENT OF RECORD CHANGE REQUEST PROCEDURE

New Business

An AOR must be on the insured's letterhead, signed and dated by the sole proprietor, officer or LLC member and be received a minimum of 20 days prior to effective date, and include a full submission. Upon receipt of the required information iQUE will email mail notification to the original submitting agent that the agency may obtain and submit a rescinding letter within days of the date of notification.

- If a rescind letter has been received the agent who submitted the AOR will be notified the risk will remain with the current agent of record.
- If a rescinding letter is not received the original submission will be marked as withdrawn. The agent who submitted the AOR will become the agent of record on the submission they provide. (Documents may not be comingled)

Renewal

An AOR must be on the insured's letterhead, signed and dated by the sole proprietor, officer or LLC member and be received a minimum of 20 days prior to expiration date of the current policy. Upon receipt of the required information mcim will email mail notification to the original submitting agent that the agency may obtain and submit a rescinding letter within days of the date of notification.

- If a rescind letter has been received the agent who submitted the AOR will be notified the risk will remain with the current agent of record.
- If a rescinding letter is not received the original submission will be marked as withdrawn. The agent who submitted the AOR will become the agent of record on the submission they provide. (Documents may not be comingled)

Mid-term

Agent of records changes are not accepted mid-term.

How Many AOR's Will Be Accepted

In all instances only one Agent of Record request will be accepted per policy year.

Waiving the 10-Day Rescinding Period

iQUE does not waive the 10-day rescinding period.

iQUE in its sole discretion reserves the right to approve or decline an agent of record change request and/or amend the procedure with or without notification.