

Pursuant to Article 158-j item 1), Article 154 paragraph (1) item 3 related to Article 152 of the Law on Insurance Supervision (Official Gazette of the Republic of Macedonia No. 27/2002, 84/2002, 98/2002, 33/2004, 88/2005, 79/2007, 08/2008, 88/2008, 56/2009 and 67/2010), the Council of Experts of the Insurance Supervision Agency on the session held on 10.03.2011 adopted the following:

RULEBOOK
on the form, content and manner of keeping registers of
insurance agents and insurance brokers by insurance companies,
insurance brokerage companies and insurance agencies

General Provisions

Article 1

- (1) This rulebook regulates the form, content and manner of keeping registers of:
1. insurance agents, insurance agencies, insurance brokerage companies and banks **by the insurance and reinsurance companies** (hereinafter: insurance companies);
 2. insurance brokers **by insurance brokerage companies** and
 3. insurance agents **by insurance agencies**.

Registers kept by insurance companies

Article 2

- (1) Insurance agencies are obliged to keep a register on:
1. insurance agents;
 2. insurance agencies;
 3. insurance brokerage companies and
 4. banks that have a license to perform insurance advocacy activities.
- (2) In addition to the provisions of paragraph 1 of this Article, the insurance companies are obliged to keep a register of all other entities that, on the basis of the exceptions stipulated in Article 133 paragraph (2) and Article 135 paragraph (2) of the Law on Insurance Supervision, on behalf of and for the account of insurance companies, perform activities related to the sale and offering of insurance policies.
- (2) The registers referred to in paragraphs (1) and (2) of this Article shall be public and shall be published in an electronic form on the electronic (web) page of the insurance company.

Registers kept by the insurance brokerage companies

Article 3

- (1) Insurance brokerage companies are obliged to keep a registers of insurance brokers who are in regular employment relationship in the insurance brokerage company.

(2) The register referred to in paragraph (1) of this Article shall be public and shall be published in an electronic form on the electronic (web) page of the insurance brokerage company.

Registers kept by insurance agencies

Article 4

(1) Insurance agencies are obliged to keep a register on:

1. insurance agents who are in regular employment relation in the company for insurance advocacy.
2. insurance agents who, on the basis of other legal relations with the insurance agency, perform insurance advocacy activities.

(2) The register referred to in paragraph (1) of this Article shall be public and shall be published in an electronic form on the electronic (web) page of the insurance agency.

Registration of data in the appropriate registers

Article 5

(1) The registration of data in the appropriate register referred to in Article 2 paragraph (1), Article 3 paragraph (1) and Article 4 paragraph (1) of this Rulebook shall be carried out on the basis of:

1. solution (permit, consent, license) issued by the Insurance Supervision Agency;
2. a contract on insurance advocacy, i.e. a contract on insurance brokerage activities with a respective entity or other contract;
3. submitted request and appropriate documentation by the entity for changing the data entered in the register.

(2) The entry of data in the appropriate register referred to in Article 2 paragraph (2) of this Rulebook shall be carried out on the basis of:

1. concluded contract with the person who, on the basis of the exemptions provided for in Article 133 paragraph (2) and Article 135 paragraph (2) of the Law on Insurance Supervision, performs activities related to the sale and offering of insurance policies on behalf of and for the insurance companies;
2. submitted request and appropriate documentation by the entity for changing the data entered in the register.

(3) All changes to the data entered in the appropriate register are recorded in a way that the changed date also includes the date of the termination of the validity of the old data, the date of the beginning of the validity of the new data and the content of the new data.

(4) The registration of data in the appropriate register in accordance with paragraphs (1) and (2) of this Article shall be performed within 24 hours from the occurrence of the change.

Content of the registers

Article 6

In the Registers referred to in Article 2 (1) and (2), Article 3 paragraph (1) and Article 4 paragraph (1) of this Rulebook, at least the following data shall be recorded:

- Full name of the insurance agency, insurance brokerage company, the bank or other entity and its head office,
- Full name and surname of the insurance agent, the insurance broker;
- Number of the decision with which the Agency issued a permit, consent or license for performing insurance advocacy activities, i.e. insurance brokerage activities (date of issuance of the permit/license and in which classes of insurance) and reference to RBS issued by the Agency;
- Name and surname of the responsible person in the company/licensed insurance agent, insurance broker, or other person and his/her possibly RBS;
- Official telephone number and fax number;
- An electronic address and address on the website of the insurance agency, the insurance brokerage company, the bank or other entity;
- Date of termination with the performance of insurance activities, i.e. insurance brokerage activities;

Final Provisions
Article 7

This Rulebook shall enter into force on the day of its publication in the "Official Gazette of the Republic of Macedonia".

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President of the Council of Experts
Klime Poposki, Ph.D.