

Instructions No. (1) of 2005
Instructions of Licensing and Regulating the
Business and Responsibilities of an Insurance Agent
and the Amendments Thereof *

Issued by the Board of Directors of the Insurance Commission pursuant to the provisions of paragraphs (H) and (J) of Article (23), paragraph (A) of Article (54) and paragraph (B) of Article (108) of the Insurance Regulatory Act No. (33) of 1999 and the Amendments Thereof

Article (1):

These Instructions shall be known as the (Instructions of Licensing and Regulating the Business and Responsibilities of an Insurance Agent of 2005) which shall come into force as of 7/2/2005, and shall be published in the Official Gazette.

Article (2):

- A- The words and phrases mentioned in these Instructions shall have the meanings ascribed thereto under Article (2) of the Insurance Regulatory Act No. (33) of 1999 and the Amendments Thereof, unless otherwise indicated by context.
- B- For purposes of these Instructions, the word "Agent" shall indicate both the natural Agent and the juridical Agent unless otherwise stipulated.

Article (3):

- A- No person shall be accredited by the Company or empowered to transact the insurance agency business for the Company or any of its branches, unless such person is licensed by the Commission according to the rules and conditions determined pursuant to the provisions of these Instructions and the Decisions issued by virtue thereof.
- B- No natural person shall be granted a license, to conduct the business of an Insurance Agent that combines between life and general insurance business.
- C- No person shall be granted a license that combines between the business of an Insurance Agent pursuant to the provisions of these Instructions and the Decisions issued by virtue thereof, and the business of an Insurance or Reinsurance Broker, the Actuary or any of the insurance service providers pursuant to the provisions of the related Instructions and Decisions.

Article (4):

The Agents shall be classified according to their licenses, as follows:-

- A- Production Agent: The authorities of the Production Agent shall be limited to all or any business related to the type or classes of insurance that he is licensed to practice on behalf of the Company or any of its branches, separately or under the supervision of the Underwriting Agent, as follows:-

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These Instructions were published in the Official Gazette volume (4693) dated 16/2/2005 page (430), and have been amended according to Instructions No. (6) of 2008, Instructions Amending the Instructions of Licensing and Regulating the Business and Responsibilities of an Insurance Agent No. (1) of 2005 published in the Official Gazette volume (4945) dated 4/1/2009 page (6600).

- 1- Soliciting people and introducing them to the Company and the services it provides.
 - 2- Soliciting insurance applications and presenting the offers of the Company.
 - 3- Receiving insurance applications or applications for renewing, amending or canceling insurance policies.
 - 4- Receiving insurance premiums and remitting them to the Company, provided that the Agent shall sign a receipt supplied by the Company in respect thereof.
 - 5- Answering inquiries by the proposer of insurance, the insured or the beneficiary, or assigning these inquiries to the Underwriting Agent or the employee of the Company in charge of such, as the case may be.
 - 6- Receiving and transferring correspondences between the Company, the insured and the beneficiaries from the insurance policies regarding claims.
- B- Underwriting Agent: The authorities of the Underwriting Agent, in addition to the authorities stipulated in paragraph (A) of this Article, shall be limited to all or any business related to the type or classes of insurance that he is licensed to practice, as follows:-
- 1- Supervising the Production Agent.
 - 2- Underwriting insurance business and classes as licensed.
 - 3- Issuing, renewing, amending or canceling insurance policies.
 - 4- Detecting and investigating the risks covered by the insurance contract as well as settling undisputed claims on behalf of the Company, pro bono.

Article (5):

The following requirements must be met by the Production Agent:-

- A- Hold a high school diploma or certificate in insurance from a specialized institution accredited by the Commission, as a minimum.
- B- Has a work experience of not less than six months in practicing the insurance business at an insurance company, Insurance Broker or Insurance Agent, inside or outside the Kingdom, provided that his experience in any class of insurance requested shall not be less than a period of three months, or has attended an extensive training course at the Company of a period not less than fifteen days for every class of insurance requested. The Agent shall present a certificate signed by the Company for this purpose.
- C- Fulfill the conditions stipulated in Article (31) of the Act.
- D- His license to practice the business of an Insurance Agent, Insurance and Reinsurance Broker, Actuary, Consultant or any of the insurance service providers, has not been previously revoked or suspended as a disciplinary sanction or that he did not fulfill the conditions for re-licensing or re-registering by the body that suspended or revoked the license.
- E- Pass the exam designated or accredited by the Commission for this purpose.

Article (6):

The following requirements must be met by the Underwriting Agent:-

- A- Hold a university degree, Diploma or a certificate in insurance from a specialized institution accredited by the Commission, as a minimum.

- B- Has a work experience of not less than two years in practicing insurance business at an insurance company, an Insurance Broker or Insurance Agent, inside or outside the Kingdom, or has practiced the business of a Production Agent for a period not less than two years, provided that his experience in any class of insurance requested shall not be less than one year, or has attended an extensive training course at the Company of a period not less than thirty days for every class of insurance requested. The Agent shall present a certificate signed by the Company for this purpose.
- C- Fulfill the conditions stipulated in Article (31) of the Act.
- D- To engage wholly in the agency business in an appropriate and private office, inside or outside the Company he represents or any of its branches.
- E- Has attended specialized courses in the insurance business of a period not less than fifteen hours, within the three years prior to the date of submitting the application stipulated in Article (7) or (8) of these instructions, as the case may be.
- F- His license or registration to practice as an Insurance Agent, Insurance or Reinsurance Broker, Actuary, Consultant or any of the insurance service providers, has not been previously revoked or suspended as a disciplinary sanction or that he did not fulfill the conditions required for re-licensing or re-registering by the body that suspended or revoked his license.
- G- Pass the exam designated or accredited by the Commission for this purpose.

Article (7):

The licensing application shall be submitted pursuant to the form designated for this purpose including the data and enclosed with the following documents:-

- A- Name, nationality, and address of the applicant.
- B- Two personal photos.
- C- License classification.
- D- Type and classes of insurance required to transact the insurance agency business.
- E- A non-conviction certificate or an equivalent of same for foreign applicants issued by the country where the applicant was residing three years before the submission of the application.
- F- A copy of the passport or the identification card.
- G- Certified copy of the academic qualifications.
- H- Certified copy of the work experience certificates.
- I- Certified copy of the training courses certificates.
- J- Certified true copy of the Agency Agreement signed between the Insurance Agent and the Company.
- K- A written declaration that all the submitted documents pursuant to this Article are true.
- L- Proof of payment of the fees and charges determined pursuant to the Regulations and Instructions issued for this purpose according to the provisions of the Act.
- M- Any other data or documentation requested by the Director General.

Article (8):

- A- The licensing application for a juridical person to practice the business of an Insurance Agent in the Kingdom shall be submitted according to the form designated for this purpose including the following:-

- 1- Proof that the conditions stipulated in Article (5) or Article (6) of these Instructions are fulfilled, as the case may be, by submitting all the data and documents stipulated in Article (7) of these Instructions for its general manager or any of the directors, as the case may be, and all the key employees in charge of the insurance agency business in the Kingdom, or submitting a pledge to fulfill all the requirements before being granted the license.
 - 2- A detailed description that includes the qualifications and expertise of the persons holding the administrative, financial and insurance responsibilities.
 - 3- A signed copy of the company agreement or the memorandum of association and articles of association, as the case may be.
- B- For purposes of implementing the provisions of item (1) of paragraph (A) of this Article, the juridical Agent shall specify the classes of insurance to be conducted by the key employees responsible for the insurance agency business in the Kingdom. The juridical Agent may, after being granted the license, submit an application to add other classes to be practiced by those employees, provided that the Insurance Agent should be licensed to practice such classes.
- C- If the juridical person to be licensed to practice the insurance agency business is a branch of a foreign juridical person, a certified copy of the license of the foreign juridical person issued from the country of origin shall be submitted in addition to the documents stipulated in paragraph (A) of this Article.
- D- The juridical person may be licensed to practice the business of an Insurance Agent in life and general insurance business; provided that the Company or its branches of whom he is an Insurance Agent, is licensed to practice both and provided that both types of insurance shall not be practiced together by the same employee of the juridical person. The juridical person shall fulfill the conditions for practicing the insurance agency business of the type he requests pursuant to the provisions of these Instructions.
- H- Subject to the provisions of Article (21) of these Instructions, the objectives of the juridical person requesting a license shall be limited to practicing the insurance agency business.

Article (9):

- A- The Director General shall notify the applicant, within a period not exceeding ten working days as of the date of submitting the application, either with the completion or incompleteness of the application to all data and documents submitted according to the provisions of Articles (7) and (8) of these Instructions.
- B- In case of completion pursuant to the provisions of Articles (7) and (8) of these Instructions, the Director General shall notify the applicant with the details of the exam, provided that the exam shall be held within a period not exceeding sixty days as of the date the applicant was notified as stipulated in paragraph (A) of this Article.
- C- In case of incompleteness, the applicant shall fulfill the incompleteness within a period not exceeding sixty days as of the date of notification of such; otherwise the application shall be considered void. The applicant shall not be permitted to submit another application before the elapse of three months as of the date of the voidance of the application.

Article (10):

- A- The Director General shall issue a Decision regarding the licensing application submitted pursuant to the provisions of Articles (7) and (8) of these Instructions, within a period not exceeding ten working days as of the date the applicant took the exam pursuant to paragraph (B) of Article (9) of these Instructions.
- B- Where the applicant passes the exam, the Director General shall notify the applicant of such pursuant to the provisions of the Act, and the Agent shall be registered in the register designed for this purpose by the Commission after submitting proof of completing the establishment and registration procedures before the competent authorities in the Kingdom, as the case may be, and of payment of the fees and charges determined according to the Regulations and Instructions issued pursuant to the provisions of the Act.
- C- Where the applicant does not pass the exam stipulated in paragraph (A) of this Article, the Director General shall notify the applicant with that pursuant to the provisions of the Act, and the applicant shall, within one year as of the date of submitting the application, pass the exam according to any of the courses to be held for this purpose after paying the charges determined pursuant to the Instructions issued by virtue of the provisions of the Act; otherwise the licensing application submitted shall be considered void. The applicant shall not be permitted to submit another licensing application to practice the business of an insurance Agent in the Kingdom unless he submits proof of attending specialized courses in insurance of a period not less than fifteen hours.

Article (11):

- A- The Agent shall undertake to notify the Director General, immediately of any changes occurring on any of the data and information he was licensed by virtue thereof, provided that such changes are in accordance with the provisions of these Instructions and Decisions issued by virtue thereof.
- B- The juridical Agent shall notify the Director General of the vacancy of the position of its general manager or any of the directors, as the case may be, or any of the key employees in charge of its insurance agency business in the Kingdom, and shall occupy the vacant post within thirty days as of the date of vacancy and notify the Director General accordingly for purposes of accreditation by the Commission pursuant to the provisions of these Instructions and the Decisions issued by virtue thereof.

Article (12):

- A- The Agent shall submit an application to renew his license annually, forty five days before the end of the licensing period, according to the form designated for this purpose attached with the following:-
 - 1- A report of the business conducted on behalf of the Company or any of its branches, during the year according to the form designated for this purpose.
 - 2- Proof of the validity of the agency agreement concluded between him and the Company.
 - 3- A valid non-conviction certificate or an equivalent of same for foreign applicants.

- 4- A written declaration that all the submitted data and documents pursuant to this Article are true.
 - 5- Proof of payment of the fees and charges determined pursuant to the Regulations and Instructions issued for this purpose according to the provisions of the Act.
- B- In addition to the aforementioned in paragraph (A) of this Article, the juridical Agent shall submit a report including the name of its general manager or directors, as the case may be, as well as all the key employees in charge of the insurance agency business in the Kingdom.
- C- The renewal application stipulated in paragraph (A) of this Article shall be looked into, within a period not exceeding fifteen working days as of the date the renewal application was submitted.

Article (13):

- A- The license of the Agent shall be suspended in any of the two following cases:-
- 1- Upon the request of the Agent and after receiving the approval of the Company.
 - 2- Upon the cancellation of the agency agreement between the Agent and the Company.
- B- The Agent shall not be permitted to practice the insurance agency business during the period of suspension, subject to legal liability.
- C- The Agent whose license has been suspended pursuant to the provisions of paragraph (A) of this Article, may submit an application to re-list his name in the register designated for this purpose, provided that he shall submit a written application according to the form designated, taking into consideration the following:-
- 1- If the suspension period has not exceeded one year as of the date of submitting of the application, the provisions of Article (12) of these Instructions shall be taken into consideration, as the case may be.
 - 2- If the suspension period has exceeded the period of one year as of the date of the submitting the application, the Agent shall submit evidence of enrolling in courses specialized in the insurance business or participating in conferences or seminars of a period not less than fifteen hours, in addition to the aforementioned in item (1) of this paragraph, within two years prior to submitting the application.
 - 3- In case the suspension period has exceeded three years as of the date of submitting the application, the Agent shall submit a new application pursuant to the provisions of these Instructions.
- D- Subject to the aforementioned in paragraph (C) of this Article, the Agent whose license was suspended pursuant to the provisions of item (2) of paragraph (A) of this Article, shall not be permitted to submit an application for re-listing his name in the register designated for this purpose unless he submits a certified true copy of the agency agreement between him and the Company according to the type and classes of insurance he is licensed to practice. The Agent shall submit proof of payment of the charges determined pursuant to the Instructions issued pursuant to the provisions of the Act.

Article (14):

The agency agreement concluded between the Agent and the Company shall determine the rights and obligations of each of them, including the following:-

- A- Type and classes of insurance that the Agent is allowed to practice the insurance agency business therein pursuant to the provisions of the (Classes and Licenses of Insurance Business Instructions) in force.
- B- Duration of the agreement and causes of termination.
- C- Means for calculating the commission of the Agent for the insurance business conducted on behalf of the Company or any of its branches.
- D- The basic standards to be followed and complied with by the Agent if the Agent was entitled to underwrite insurance policies on behalf of the Company or any of its branches according to the agreement.
- E- The obligations of the Agent to remit all the premiums collected from insurance contracts concluded on behalf of the Company or any of its branches, to the Company's account as agreed, including providing the Company with a detailed report of these premiums, if the license permits such acts.
- F- Allowing the Company to review the records and books organized pursuant to Article (18) of these instructions, and means of attaining copies thereof.

Article (15):

The Agent shall do the following:-

- A- Document the registration number at the Commission on all his papers, correspondences and documents as well as the Company he represents.
- B- Comply, when practicing the insurance agency business on behalf of the Company or any of its branches, with the limits of classification according to his license pursuant to the provisions of these Instructions and Decisions issued pursuant thereto.
- C- Not to be an Agent for more than one Company at a time.
- D- Supervise in a comprehensive and direct manner over the insurance agency business, and not delegate all or part of his business to another person unless the Company so authorizes, and provided that the sub-Agent should be licensed pursuant to the provisions of these Instructions and Decisions issued by virtue thereof.
- E- Notify the Director General, immediately of any changes occurring on the agency agreement concluded between him and the Company. The Agent, upon receipt of a written notification from the Company, shall not resume practicing business in case of terminating the agreement by the Company or where it is not renewed.
- F- Remit any money he is authorized to collect on behalf of the Company and any money he receives from the Company for the benefit of the insured or the beneficiaries as agreed, and open an account in the Kingdom to retain such money provided that he shall not receive any commission or interest on the payments deposited in this account.

Article (16):

The Company shall comply with the following:-

- A- Notify the Commission of any changes, amendments or termination occurring on the agency agreement concluded between the Company and the Agent,

within a period not to exceed ten working days as of the date of the occurrence.

- B- Not do business with any person who is not licensed by the Commission to practice the insurance agency business pursuant to the provisions of these Instructions and Decisions issued pursuant thereof, or with an Agent licensed to do business for another Company.
- C- Verify that the Agent complies with the provisions of the Insurance Regulatory Act in force and the relevant Regulations, Instructions and Decisions issued pursuant thereof that affect his work.

Article (17):

The Agent shall comply with the rules of professional conduct that are the following:-

- A- Conduct his dealings and actions with honesty, integrity and proper behavior at all times, including taking into consideration the proper time and conditions to contact the proposer of insurance or the insured.
- B- Identify himself and the Company he represents or any of its branches to the proposer of insurance and show a copy of his license if requested.
- C- Provide the proposer of insurance with advice and guidance concerning the insurance programmes that the Company or its branches he is conducting business on its behalf offers, provided that the insurance program offered by the Company shall be in compliance with the requirements of the proposer of insurance.
- D- Explain to the proposer of insurance that the disclosure of all the data and the material information given by him when applying for the application or any other document he submits, is his own responsibility, and explain to him the importance of such disclosure and the consequences of non-disclosure or inaccuracy of the data or information submitted by him.
- E- Notify the Company with any information or documents related to the proposer of insurance which might affect the decision of the Company.
- F- Not to provide the proposer of insurance with false or misleading information. The Agent shall disclose all the necessary information the proposer of insurance needs that shall give him a clear picture of the insurance coverage he requests.
- G- Treat all information supplied by the Company, the proposer of insurance or the insured with utmost confidentiality, and take appropriate procedures to maintain the secrecy of confidential documents in his possession.
- H- Explain to the proposer of insurance the prices and premiums regarding the insurance programs offered by the Company which shall be complied with.
- I- Explain to the proposer of insurance the essential conditions and exceptions as well as the conditions and restrictions of the insurance coverage recommended by him, and to ensure that the proposer of insurance is aware of what he is about to commit himself to.
- J- Notify the proposer of insurance, immediately, with the acceptance or the rejection of his proposal by the Company.
- K- Keep the necessary documents provided by the proposer of insurance at the time of submitting the proposal to the Company, in addition to any other documents the Company may request to complete the proposal.
- L- Provide assistance to the insured or the beneficiary, if necessary, when settling claims.

- M- Not to request any commission or fees from the proposer of insurance, the insured or the beneficiary.
- N- In case the Agent becomes the chairman of the board of directors of an insurance Company, a director, a general manager, a deputy manager, a manager or a senior employee, the Agent shall not be permitted to resume practicing the agency business.
- O- Not influence the proposer of insurance into accepting the offer he provides to him nor shall he refer him to another Company through the authorized Agent of the said Company for the purposes of receiving commission or ask the insured to terminate an insurance contract concluded with another Company for the purpose of making him accept the Agent's offer in order to receive commission.

Article (18):

- A- The Agent shall document down all the data, information and papers related to the insurance agency business he is practicing on behalf of the Company or any of its branches in books and records, as the case may be, including the following-
 - 1- Name and address of the insurance Company or any of its branches he is practicing the insurance agency business for.
 - 2- A copy of the agency agreement concluded between him and the Company.
 - 3- The insurance business practiced on behalf of the Company or any of its branches.
 - 4- Memos and correspondences related to his business.
 - 5- The proposals received on behalf of the Company or any of its branches.
 - 6- Name of the proposer of insurance, the insured and the beneficiary, as well as the date of issuance and the premium collected in respect thereof.
 - 7- Where the Agent is entitled to underwrite and issue business on behalf of the Company or any of its branches, the Agent shall document insurance policies and their endorsements concluded by him on behalf of the Company or any of its branches, including the provisions of items (5) and (6) of this Article.
 - 8- Documents with serial numbers related to collecting, paying, recording, settling claims and any financial transactions regarding the insurance agency business practiced.
 - 9- Bank accounts regarding the insurance agency business practiced.
- B- The books and records mentioned in paragraph (A) of this Article shall be in the form of originals, copies thereof or in any other form of electronic archiving systems.
- C- The Agent shall keep the books and records mentioned in this Article for a period of not less than five years as of the date the duration of the insurance policy ends.
- D- The provisions of this Article shall not be applied on the natural Production Agent.

Article (19):

- A- Where sufficient information is available to the Director General indicating any of the following:-
- 1- That the Agent has breached the provisions of the Act, Regulations, Instructions and Decisions issued by virtue thereof.
 - 2- That the Agent has lost any of the conditions he was licensed upon or if it became evident that the data and documents provided by him were false.
 - 3- That the Agent has breached trust by seizing illegally the money in his possession that belongs to the Company, the applicant or the insured.
 - 4- That the Agent has not renewed his license pursuant to the provisions of Article (12) of these Instructions and is still practicing his business.
- B- If it was evident for the Director General that any of the information mentioned in paragraph (A) of this Article is valid he may pursue any of the following procedures:-
- 1- Request the Agent to undertake certain procedures to correct his situation within a certain period determined by the Director General.
 - 2- Suspend the license of the Agent, and request the Agent to undertake certain procedures to correct his situation within a certain period determined by the Director General.
 - 3- Revoke the license.
- C- If the Agent has not corrected his situation pursuant to item (1) of paragraph (B) of this Article, the Director General shall revoke his license.
- D- If the suspension period was over and the Agent has not taken the necessary procedures to correct his situation pursuant to item (2) of paragraph (B) of this Article, the Director General may revoke the license.
- E- If the Director General issued a Decision to revoke the license of the Agent. The Agent shall not submit an application for a new license to practice the business of an Insurance Agent in the Kingdom before the elapse of a three year period as of the date the revocation decision was issued, if the reason for the revocation was a result of a gross deficiency according to the discretion of the Director General.

Article (20):

The Director General may assign an employee or more from the Commission or appoint an external party to inspect, in appropriate times, the books and records of the Agent. The Agent shall have all his books and records available and cooperate with the employee or the external party so that they can fully perform their duties. The Agent shall bear all the expenses for the external party as decided by the Director General, unless the Director General deems otherwise.

Article (21):

Notwithstanding what is stated in paragraph (E) of Article (8) of these Instructions, the Director General, in specific cases, may approve for the juridical person to practice additional objectives for practicing the insurance agency business pursuant to the conditions specified in the Decision issued by the Director General for this purpose, taking into consideration the provisions of paragraphs (A) of Article (8) in the person practicing the insurance agency business, and paragraphs (C) and (D) of Article (8) of these Instructions.

Article (22):

- A- The Agent may add another class of insurance business to his license after submitting an application to the Director General according to the form designated for this purpose.
- B- The Agent shall be granted the approval according to the following conditions:-
 - 1- Satisfy the conditions stipulated in paragraph (B) of Article (5) or paragraph (B) of Article (6) of these Instructions, as the case may be.
 - 2- Pass the exam prepared or accredited by the Commission for this purpose.
 - 3- Pay the charges determined according to the provisions of the Instructions issued for this purpose pursuant to the provisions of the Act.
- C- The Agent shall provide the Commission with an amended copy of the agency agreement concluded between the Agent and the Company before adding the class to his license.
- D- The provisions of Article (10) of these Instructions shall be implemented to the application submitted for adding classes to the license of the Agent.

Article (23):

Where the key employee responsible for practicing the insurance agency business for the juridical Agent, was transferred to another juridical Agent, he shall be exempted from taking the exam, in the following conditions:-

- A- The transfer took place within a period not exceeding six months as of the date of termination of his employment.
- B- The agency business to be practiced is in the same classes he has been licensed for by the Commission.
- C- The juridical Agent is licensed in the same classes of insurance the employee is to practice.

Article (24):

The Director General may delegate any senior employee at the Commission the authorities stipulated in these Instructions, provided that such delegation shall be specific and in writing.

Article (25):

- A- Any person licensed to transact the insurance agency business, shall adjust his status pursuant to the provisions of these Instructions within a period not exceeding one month as of the date of issuance of these Instructions, provided that he shall satisfy the following:-
 - 1- Conditions specified in paragraphs (C), (D) and (E) of Article (5) and paragraphs (C), (D), (E), (F) and (G) of Article (6) of these Instructions, as the case may be.
 - 2- Has a work experience of not less than the experience stipulated in paragraph (B) of Article (5) and paragraph (B) of Article (6) of these Instructions.
- B- The Director General may exempt the applicant from the conditions stipulated in paragraph (A) of Article (5) or paragraph (A) of Article (6) of these Instructions, as the case may be, if the applicant requesting the license submitted his licensing application within a period not exceeding three months

as of the date the provisions of these Instructions came into force, in any of the following cases:-

- 1- If the applicant, as a Production Agent, the general manager of the juridical Production Agent or any of the directors, has a work experience that exceeds any of the aforementioned in paragraph (B) of Article (5) of these Instructions of a period not less than two years, provided that his experience in any class of insurance required shall not be less than six months or that he has attended an extensive training course for a period not less than thirty days for each class of insurance requested, presenting a certificate signed in respect thereof.
 - 2- If the applicant, as an Underwriting Agent, the general manager of the juridical Underwriting Agent or any of the directors, has a work experience that exceeds any of the aforementioned in paragraph (B) of Article (6) of these Instructions of a period not less than three years, provided that his experience in any class of insurance required shall not be less than one year or that he has attended an extensive training course for a period not less than sixty days for each class of insurance requested, and presenting a certificate signed in respect thereof.
 - 3- If the key employee who works for a juridical Production or Underwriting Agent acquires any of the experiences stipulated in Article (5) of these Instructions, or has attended extensive training courses of a period not less than fifteen days for every class of insurance requested, by submitting a certificate signed in respect thereof, if his authorities were pursuant to the provisions of paragraph (A) of Article (4) of these Instructions.
 - 4- If the key employee who works for a juridical Underwriting Agent acquires any of the experiences stipulated in Article (6) of these Instructions, or has attended extensive training courses of a period not less than thirty days for every class of insurance requested, by submitting a certificate signed in respect thereof, if his authorities were pursuant to the provisions of paragraph (B) of Article (4) of these Instructions.
- C- The Director General may exempt the key employee who works for a juridical Production or Underwriting Agent pursuant to the provisions of these Instructions, from half the periods stipulated in paragraph (B) of Article (5) or paragraph (B) of Article (6) of these Instructions, as the case may be, provided that the said employee shall fulfill the conditions stipulated in paragraph (A) of Article (5) and paragraph (A) of Article (6) of these Instructions, as the case may be. The applicant shall submit his application within a period not exceeding three months as of the date these Instructions came into force.

Article (26):

Instructions No. (1) of 2004 Instructions of Licensing and Regulating the Business and Responsibilities of an Insurance Agent and the Amendments Thereof shall be repealed, provided that all Decisions issued pursuant thereof shall stay in force to the extent that does not contradict with the provisions of these Instructions until repealed or replaced. The procedures followed in respect thereof, including those related to correcting the situation of the persons who are licensed to transact the insurance agency business, shall stay in force for purpose of these Instructions.

Article (27):

The Director General shall issue the Decisions necessary for implementing the provisions of these Instructions.

Board of Directors of the Insurance Commission