



Welcome to IFSG!

Congratulations on taking the first step towards joining our team.

To ensure a smooth application process, please take a moment to carefully read and understand the following requirements for new applicants.

If you have any questions or need further clarification on any of the requirements, please contact us. We're here to help you through this process.

Once you are done reviewing and are ready to proceed, please:

- complete and sign the form
- then submit the form
- send the specified admin fee to accounts@ifsg-ca.com

We look forward to welcoming you to the IFSG family!

IFSG Team

www.ifsg-ca.com

"Financial Partners For Life."

EXPECTATIONS AND REQUIREMENTS

As a Financial Advisor, you will play a crucial role in helping our clients achieve their financial goals.

Below are the expectations and requirements for this position to ensure your success and compliance with industry standards.

1. Licensing Requirements

1.1 To practice as a Financial Advisor at IFSG, you must complete all necessary licensing requirements in accordance with Alberta and Canadian regulations. This involves:

1.1.1 Successfully passing all required examinations to obtain the necessary certifications.

1.1.2 Maintaining these certifications through ongoing education and renewal processes as stipulated by regulatory authorities.



1.1.3 Adhering to all regulatory guidelines and ethical standards set forth by the financial advisory industry.

1.2 Our team will provide support and resources to help you navigate the licensing process and ensure you meet all requirements in a timely manner.

2. Errors and Omissions Insurance

2.1 As a Financial Advisor, it is mandatory to obtain Errors and Omissions (E&O) Insurance. This insurance is essential for:

2.1.1 Protecting yourself against potential claims arising from errors, omissions, or negligence in your professional services.

2.1.2 Safeguarding our clients' interests by ensuring that they have recourse in the event of any professional oversights.

2.1.3 Complying with industry standards and legal requirements to practice as a licensed Financial Advisor.

2.2 We will guide you through the process of securing E&O Insurance and provide recommendations for reputable insurance providers.

3. Administration Fee

3.1 A one-time administrative fee of \$150 is required to cover the costs associated with the set-up of your personal IFSG webpage and IFSG email.

3.2 See Confirmation section for other set-up fees.

4. Training Program

4.1 You will be required to complete our extensive training program, designed to equip you with the knowledge and skills needed to excel in your role. The training program includes:

4.1.1 In-depth courses on financial products and services offered by IFSG, ensuring you are well-versed in all available solutions.

4.1.2 Comprehensive training on regulatory compliance and ethical standards, ensuring you understand your legal and professional responsibilities.

4.1.3 Practical workshops and simulations to develop your client relationship management skills and advisory techniques.

4.1.4 Continuous support and mentorship from experienced advisors to help you integrate and apply your learning effectively.

4.2 Our training program is structured to provide you with a strong foundation and ongoing development opportunities throughout your career at IFSG.

5. Performance Expectations

5.1 As a Financial Advisor, your performance will be measured by your ability to grow your book of business and maintain strong client relationships. Specifically, we expect you to:

5.1.1 Write a minimum of 12 policies per year, ensuring a consistent level of productivity and contribution to the firm's success.

5.1.2 Develop and implement tailored financial plans that meet the diverse needs of our clients.

5.1.3 Provide exceptional advisory services, demonstrating a thorough understanding of our financial products and maintaining high ethical standards.

5.1.4 Actively seek new business opportunities and cultivate long-term relationships with clients to foster trust and loyalty.

5.1.5 Work a minimum of 20 hours per week unless otherwise agreed upon by management. This commitment is essential to ensuring you have sufficient time to develop your client base, manage client relationships, and stay updated on industry knowledge and trends.

5.2 Meeting these expectations will be critical to your success and progression within IFSG.

6. Contractor Agreement

6.1 As a Financial Advisor at IFSG, you will be engaged as an independent contractor. This agreement entails:

6.1.1 Compliance with all relevant regulations and standards applicable in Alberta and across Canada.

6.1.2 Responsibility for managing your business operations, including client acquisition, service delivery, and record-keeping.

6.1.3 Management of your own schedule and client appointments, giving you the flexibility to balance your professional and personal life.

6.1.4 Adherence to IFSG's policies and procedures, ensuring consistency and quality in all client interactions.

6.1.5 Regular reporting of your activities and progress to IFSG's management to ensure alignment with company goals and standards.

7. Compensation Structure

7.1 As an independent contractor, your compensation will be commission-based. This structure allows you to:

7.1.1 Earn income based on your sales performance and client engagements.

Benefit from competitive commission rates on the financial products and services you sell.



7.1.2 Access performance bonuses and incentives based on meeting and exceeding sales targets.

8. Support and Resources

8.1 IFSG is committed to supporting our Financial Advisors by providing:

8.1.1 Access to a wide range of financial products and services to meet the diverse needs of your clients.

8.1.2 Marketing and promotional materials to help you attract and retain clients.

Administrative support to assist with client documentation and compliance requirements.

8.1.3 Ongoing training and professional development opportunities to keep you updated on industry trends and best practices.

9. Compliance and Ethical Standards

9.1 As a representative of IFSG, you are expected to:

9.1.1 Adhere to the highest standards of ethical conduct and professional integrity.

9.1.2 Ensure all client interactions are conducted with honesty, transparency, and respect.

9.1.3 Comply with all legal and regulatory requirements, including anti-money laundering (AML), and know your customer (KYC) regulations.

9.1.4 Maintain accurate records of all client transactions and communications.

10. Termination Rules

10.1 Termination of your contract as a Financial Advisor with IFSG can occur under the following conditions:

10.1.1 Voluntary Termination: You may terminate your contract at any time with a 30-day written notice to IFSG.

10.1.2 Termination for Cause: IFSG reserves the right to terminate your contract immediately for cause. Causes for termination include, but are not limited to, failure to comply with regulatory requirements, breach of contract terms, unethical conduct, or failure to meet the Confirmation requirements or performance expectations.

11. Lead Ownership and Client Responsibility

11.1 At IFSG, we believe in clearly defining the responsibilities and ownership to maintain a professional and effective working environment:

11.1.1 Lead Ownership: All leads provided to you by IFSG are owned by IFSG. 11.1.2

Leads may be given based on your performance and must be handled with the utmost care and professionalism in line with our standards and guidelines.

11.1.3 Market Targeting: While leads may be provided, it is essential that you also actively



target and develop your own markets to grow your client base.

11.1.4 Client Responsibility: As the originating Financial Advisor, you will be responsible for managing the policies you write. This includes providing ongoing service, addressing client inquiries, and ensuring policy renewals and adjustments are handled promptly and accurately.

12. Chargeback Policy

12.1 As a Financial Advisor at IFSG, you will be responsible for any and all chargebacks, regardless of your status with the company. The chargeback policy is as follows:

12.1.1 Responsibility

You are accountable for repaying any chargebacks that occur from policies you have written.

12.1.2 Repayment: Chargebacks will be deducted from your future earnings until six months after the chargeback is noticed.

12.1.3 Legal Action: If the chargeback amount is not repaid within six months, IFSG reserves the right to pursue legal action to recover the outstanding balance.

13. Confirmation (IMPORTANT)

13.1 For Advisors, the following steps must be completed:

For Licensed Advisors:

Within 5 business days of signing the agreement:

13.1.1 Send a one-time registration fee of \$150 via email transfer to office@ifsg-ca.com. This fee will cover the creation of your professional IFSG website and IFSG email.

13.1.2 Complete the personalized website questionnaire for the creation of your professional personalized website.

13.1.3 Submit the application for Errors and Omissions (E&O) Insurance.

13.1.4 Complete the Alberta Insurance Council Application.

13.1.5 Create a ClickUp account using the designated IFSG email.

13.1.6 Book an onboarding session.

13.1.7 Complete and submit the IFSG: New Licensed Agent - MGA Agreement And Contracting form.

Within 15 business days of signing the agreement:



- 13.1.7 Acquire and submit Errors and Omissions (E&O) Insurance.
- 13.1.8 Submit the Agent Suitability Questionnaire.
- 13.1.9 Submit a void check.
- 13.1.10 Submit a copy of the license certificates.
- 13.1.11 Submit a police clearance check (no older than 3 months upon the signing of this contract).
- 13.1.12 Submit the first business book to finalize the contract.

13.2 For Unlicensed Advisors:

Within 5 business days of signing the agreement:

- 13.2.1 Complete the CIPR registration.
- 13.2.2 Register for the LLQP course with IFSG (office will provide the details).
- 13.2.3 Book an onboarding session.
- 13.2.4 Submit a one-time registration fee of \$150 for the creation of your professional website and IFSG email.

13.2.5 Complete the LLQP course and pass the provincial exams within 75 days of signing this agreement.

13.3 Once the steps above are completed, we will contact you to begin the onboarding process and schedule your training.

Thank you for considering this opportunity with IFSG-CA. We look forward to welcoming you to our team.

Best regards,

Abel Pagaling

CEO

IFSG - Integrum Financial Solutions Group

E: apagaling@ifsg-ca.com

www.ifsg-ca.com

“Financial Partners For Life.”



(Updated: December 3, 2024)

I have read, understood, and fully agree to the Expectations and Requirements.

Signature

Date Signed

Name: _____

Email: _____

Phone number: _____

Address: _____

***Please attach a copy of a government-issued ID when submitting this form (Driver's License, or Passport).

Thank you.