

New Intermediary Application Process Map

01

Submit a request in writing to Intermediary@bic.co.bw notifying BIC of your intention to apply for a BIC Intermediary Contract.

02

BIC will arrange an interview with you to discuss your requirements and provide you with the necessary documents to support your NBFIRA License application.

03

Start the NBFIRA license application process. The NBFIRA application forms are available on www.nbfira.org under the menu item "Insurance" with sub item "Documents". The documents are also available on the www.bic.co.bw under the menu item "Intermediary Application" sub menu "Intermediary Requirements"

04

Receive the approved NBFIRA License and proceed to submit the application for an insurance contract with BIC

08

BIC will process your application and send you the Intermediary Agreement for your signature.

07

BIC will send you an email from Intermediary@bic.co.bw to request you to upload the documents as per the application list.

06

Once you have compiled all the documents required as per the Intermediary Requirements list, please access the link called, broker, agent or representative located on the BIC Website under the menu item "Intermediary Application". Proceed to complete the relevant form on line.

05

To commence the BIC Insurance Contract application, go to www.bic.co.bw and access the menu item called "Intermediary Application". Click on the "Intermediary Requirements" to see what is required from you to proceed with your application.

09

On receipt of the signed agreement, BIC will issue you with a formal letter of appointment as an Intermediary for BIC.

10

BIC will activate you on the system and arrange to provide you with the relevant product and systems training, as well as introducing you to your BIC contact in operations to support you on a daily basis with all Underwriting, Policy and Claims administration requirements.