

PLEASE SUBMIT APPLICATIONS BY MAIL OR COURIER ONLY
WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPROPRIATE FORMS AND DOCUMENTS ARE INCLUDED INCLUDING YOUR ORIGINAL SECURITY DOCUMENT, FINANCIAL STATEMENTS, AND PAYMENT IN CANADIAN FUNDS.
INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.

BUSINESS QUALIFICATION

In order to apply for a licence, an applicant must submit the forms, documents and other information required by the Director in accordance with section 144 of the *Business Practices and Consumer Protection Act*.

YOU MUST INCLUDE:

- A completed application form.**

If you plan on operating from a residence, you must complete and have notarized the **Statutory Declaration – Residence Is A Place of Business** and include with your application. This form is available on the Consumer Protection BC website www.consumerprotectionbc.ca

A licensee must have a licence for each location from which they conduct business in British Columbia.

Applicants must be 19 years of age or older.

Under section 9(1)(b) of the Travel Industry Regulation, all licensees must carry on business only using names under which they are registered. All corporations, partnerships, proprietorships and trade/business names must therefore be registered with the Registrar of Companies, Ministry of Finance.

YOU MUST INCLUDE

- If you are incorporated, a current copy of your incorporation certificate or other evidence of registration for corporations obtained through the BC Registrar of Companies;**
- If you are a partnership or proprietorship or use any additional business name other than your incorporated name, a current copy of any trade/DBA name registration(s) under which you intend to operate.** You can obtain these documents from the BC Registrar of Companies;

The Corporate and Personal Property Registry - www.bcregistryservices.gov.bc.ca

BACKGROUND

YOU MUST INCLUDE

Consent for Disclosure of Criminal Record forms for the senior corporate officers or partners/proprietor if they are Canadian applicants. This form is available on the Consumer Protection BC website www.consumerprotectionbc.ca. Non-Canadian applicants must arrange for and provide a certified Criminal Record Check (or similar) from their home jurisdiction in English. If any Canadian applicants have a criminal record, a Statutory Declaration for Criminal Record Check must also be submitted;

FINANCIAL QUALIFICATIONS

The applicant must have a sufficient working capital position to reasonably be expected to be able to operate as a travel service business in accordance with Travel Industry Regulation 3 (b).

YOU MUST INCLUDE

- Financial statements that are certified correct by the authorized signing officer(s) of the applicant. Financial statements for existing companies must be prepared on a comparative basis for the past year. They must be current to within 90 days of application.**

Financial statements must be prepared in accordance with generally accepted accounting principles (GAAP) or International Financial Reporting Standards (IFRS). Consumer Protection BC cannot assist you in providing conforming documents.

Financial statements must be signed as approved by an authorized officer and be current within 90 days of the application date.

Please note: Applicants are strongly encouraged to use a qualified person to prepare their financial statements. The leading cause of application rejections are financial statements not prepared to Canadian standards of generally accepted accounting principles (GAAP) or the International Financial Reporting Standards (IFRS). If you are unsure of the necessary requirements or are unable to prepare statements to either of these standards, we suggest you have the statements prepared by an accounting professional. Failure to provide statements in a correct format may result in the return and/or rejection of your application. Resubmission of your application will result in an additional payment of the application fee.

A Subordination of Shareholder & Principal Loans/Shares and Postponement of Claim (if applicable). If the company owes money to its owners or parties that are related to the owners and the debt is either payable on demand or without any repayment provisions, the debt will be deemed by our office to be a current liability of the company. This will negatively affect the working capital position of the company by decreasing the amount of working capital by the amount of the debt. However, if both the company and the lenders formally agree that the debt will not be paid unless our office approves the payment and execute a subordination agreement provided by our office to that effect, the debt will be deemed to be a long term liability. As a long term liability, the debt will not have a negative effect on the company's working capital. However, we must first receive the original of the duly completed, signed and witnessed subordination agreement for safekeeping in our office. This form is available on the Consumer Protection BC website www.consumerprotectionbc.ca

Applicants must provide and maintain security acceptable to the Director, pursuant to Section 14 of the Travel Industry Regulation.

YOU MUST INCLUDE

- Security of \$15,000 in the appropriate format and amount.** The **original** issued document provided by the financial institution or insurer must be included with the application. Sample forms are available on the Forms section of the Travel Industry page.

Acceptable forms of security:

1. Cash, presented as a certified cheque, bank draft or money order held in trust by Consumer Protection BC. (Please note that no interest is paid on cash securities.)
2. A letter of credit in favour of Consumer Protection BC issued by a financial institution,
3. A safekeeping agreement of a GIC or similar investment issued in favour of Consumer Protection BC by a financial institution. A safekeeping agreement form is available on the Consumer Protection BC website www.consumerprotectionbc.ca
4. A surety bond (insurance policy) issued through an insurance company authorized to operate in BC.

Applicants acting as a “travel wholesaler” must open, operate and maintain a consumer trust account at their financial institution in accordance with Section 13 of the Travel Industry Regulation.

APPLICANTS MUST INCLUDE

- Verification of Financial Information (i.e. banking) form.** The financial institution and applicant must complete and return a Verification of Financial Information form as part of the application package. (The trust account information on the form is required of travel wholesalers only.)

LICENCE APPLICATION FEES

In order to apply for a licence, an applicant must submit the appropriate fee in accordance with section 144 of the *Business Practices and Consumer Protection Act*.

YOU MUST INCLUDE

- Payment of the applicable application fee.** Fees are located in the fee schedule available on the Consumer Protection BC website www.consumerprotectionbc.ca
- Payment of the initial Travel Assurance Fund contribution.** This is a one-time payment required of all new applicants and for all new branch applications. Fees are located in the fee schedule available on the Consumer Protection BC website www.consumerprotectionbc.ca

Payment of the application fee and initial contribution to the Travel Assurance Fund may be combined.

Payments may be made using credit card, cheque or money order.

- Cheques should be made payable to Consumer Protection BC.
- Credit card payments may be submitted using the Consumer Protection BC credit card payment authorization form.

IMPORTANT NOTES

- ❖ Application processing time is approximately 2-3 weeks.
- ❖ All licenses expire annually on March 31. Prior to this, an application for renewal, with the applicable fee must be submitted. The annual assessments for the Travel Assurance Fund (if applicable) are due within 90 days from the end of your fiscal year end. Notification will be sent to the licence holder when these payments are due.
- ❖ A licence holder must file a copy of their annual financial statements within 90 days of end of their fiscal year.
- ❖ Travel agent licenses are registered to one entity or person and are non-transferable.
- ❖ The *Business Practices and Consumer Protection Act* and *Travel Industry Regulation* can be purchased from Crown Publications at www.crownpub.bc.ca .
- ❖ An unofficial copy of the *Business Practices and Consumer Protection Act* and *Travel Industry Regulation* can also be found online at www.consumerprotectionbc.ca .
- ❖ Travel agents selling travel related insurance products should contact the Insurance Council of British Columbia at (604) 688-0321 for licensing requirements.

IMPORTANT DATES

- ❖ March 31st – Renewal forms and payments due
- ❖ Fiscal Year End – Financial statements and a Travel Assurance Fund contribution (if applicable) must be submitted within 90 days

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