

APPLICATION CHECKLIST

You are required to provide the following to be licensed.

Step 1: Provide proof of registration or incorporation

You must provide proof of incorporation or registration during the application process. To register your business in BC, visit [OneStop BC Business Registry](#).

If you are starting a new business, visit [Small Business BC](#).

If you are set up as a proprietorship, partnership, or society, you must provide:

- names of all directors, senior officers, partners or proprietors
- current copy of any trade name registration(s) under which you intend to operate

If you are set up as a corporation, you must provide:

- names of all directors, senior officers, and beneficial owners with voting shares
- current copy of any trade name registration(s) under which you intend to operate
- copies of the most recent financial statements or, if a newly incorporated company, a statement of the proposed financial organization of the company

Step 2: Provide municipal business licence

You must provide a copy of your business licence issued by your local municipality.

Step 3: Complete a criminal record check

Senior officers, partners or proprietors of your business must complete a criminal record check.

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check](#).

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

Step 4: Provide business documentations

You will need to submit the following documents:

- standard loan agreement
- sample loan agreement for \$300 for 14 days, with all fees and charges
- rate structure for a payday loan, with interest and permissible charges
- cancellation notice form
- a form acknowledging the receipt of the loan cancellation
- sample debt collection notification and forms
- It's important to review these documents to ensure your communication with borrowers is in compliance with the law.

Step 5: Apply for a licence

If your business has more than one location, each location requires its own licence. You must submit all supporting documents with your application. Each application may take up to four weeks to process.

If you are operating from your home, a statutory declaration is required confirming that your residence is also a place of business.

Review this [application checklist](#).

Submit a [licence application form](#).

Submit a [statutory declaration form](#).

Step 6: Review and understand your obligations

It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations.

[Review your obligations](#).