

The *Business Practices and Consumer Protection Act* (the Act), the Payday Loans Regulation and the Disclosure of the Cost of Consumer Credit Regulation may be purchased from Crown Publications, 106 Ontario Street, Victoria, BC, V8V 1M9 (250) 386-4636. This legislation may also be found online at www.leg.bc.ca under Legislation. Please review the legislation to ensure you are fully aware of your responsibilities as a licensee.

WHEN SUBMITTING THE COMPLETED APPLICATION PACKAGE, PLEASE ENSURE THIS CHECKLIST AND THE APPLICABLE FORMS AND DOCUMENTS ARE INCLUDED:

Please tick

A completed application form.

Corporate, Partnership or Proprietorship proof of incorporation or registration:

New Corporations

A copy of your Incorporation certificate obtained through BC Registry Services;

Existing Corporations (more than 1 year old)

A current Certificate of Good Standing obtained through the BC Registrar of Companies;

Proprietorship or Partnership Registration or trade-name(DBA) registration

A current copy of any trade/DBA name registration(s) under which you intend to operate obtained through the BC Registrar of Companies;

(Note: Non-resident applicants must establish an address for service of documents in British Columbia (Payday Loans Regulation Section 12) and consequently you must ensure that you comply with the Business Corporations Act in British Columbia regarding extra-provincial registration. This requirement will, in most cases, require registration of your company with the BC Registrar of Companies.)

The names and addresses of the beneficial owners of the shares of the corporation. This is not required for a publicly traded company.

A completed criminal record check for senior corporate officers, partners, or proprietor. ALL APPLICANTS that reside in Canada MUST complete an online criminal record check within one day of sending the licence application to Consumer Protection BC by going to the following link:

<http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion.

(Please note, once complete a copy will be sent directly to Consumer Protection BC. For more information please visit our website <https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check>

ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction.

Statutory Declaration for a Residential Address (if required).

A copy of the following documents you use or intend to use for payday lending in British Columbia:

- the standard loan agreement;
- a sample loan agreement for \$300 for 14 days, with all fees and charges;
- the rate structure for a payday loan, including interest and permissible charges;
- the cancellation notice form;
- a form acknowledging the receipt of the loan cancellation;
- sample debt collection notification and forms as required by section 115 of the Act.

Submission of the applicable application fee in Canadian funds payable to Consumer Protection BC. See current fee schedule online at www.consumerprotectionbc.ca. Please include a cheque, money order or the Credit Card Authorization form with your application.

Completion of the Additional Location addendum form for each additional location in British Columbia together with additional fees required.

Payday Lender licences are registered to one legal entity and are non-transferable. Application processing time is approximately 2-3 weeks.

Licences are issued for one year and expire on October 31st. Renewal notification will be sent to the licence holder approximately six weeks prior to the licence expiry date.

LICENCE APPLICATION FEES

See the Payday lender fee schedule at www.consumerprotectionbc.ca for application fees. Licence application fees are non-refundable.

APPLY USING CHEQUE OR MONEY ORDER

Mail completed form, applicable attachments and cheque or money order in Canadian funds payable to Consumer Protection BC to:

Consumer Protection BC
PO Box 9244
Victoria, BC V8W 9J2

Courier: 307-3450 Uptown Blvd. Victoria, BC V8Z 0B9

(a service charge will be levied on any dishonoured payments – see current fee schedule)

APPLY USING CREDIT CARD

You may fax your completed application form, applicable attachments, and a credit card payment authorization form (available at www.consumerprotectionbc.ca) to:

Consumer Protection BC
FAX: 250.920.7181

Licence application payments may be made using **VISA, MASTERCARD** or **AMERICAN EXPRESS**.

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED