



**COURIER:** 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9  
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**DEBT COLLECTION &  
 DEBT REPAYMENT  
 Notice of Change  
 Business Information**

**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_  
 Doing Business As: \_\_\_\_\_  
 Licence Number: \_\_\_\_\_ Effective Date of Change: \_\_\_\_\_

**TYPE OF CHANGE**

- Change of Licensed Location Address **\*\*Fee Required\*\*****
  - Provide municipal business licence of the new address (for BC agencies and businesses only)
- Change of Mailing Address**
- Change of Corporate Name or Change of Trade Name (DBA) **\*\*Fee Required\*\*****
  - Provide certificate from BC Registrar of Companies certifying the change
- Change of Employee Name (Debt Collector Name Change) **\*\*Fee Required\*\*****
  - Provide supporting documentation for legal name change (eg. government issued ID or certificate of name change)
- Change of Business Phone, Fax or Email Address**
- Change of Fiscal Year End**
  - Provide approval letter of filing change from Canada Revenue Agency
- Change of Person in Charge of Location**
  - Include the title, phone number and email contact information below
- Change of My Account User Email**

**DETAILS OF CHANGE**

All of the contact information that you provide to us may be made public. Your business address, even if it's a home address, will be published on our website. We consider this to be your business contact information and must be available should a customer need to reach you.

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Authorized signing officer:  
 Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Title: \_\_\_\_\_

**APPLICATION FEE (see [Fee Schedule \(Debt Collection\)](#) / [Fee Schedule \(Debt Repayment\)](#))**

Pay by cheque or money order, or  
 Pay by Credit Card – complete [credit card authorization form](#) using Visa, Mastercard or American Express.  
 Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Send completed form, applicable attachments and application fee by email.  
 Email: [businesspractices@consumerprotectionbc.ca](mailto:businesspractices@consumerprotectionbc.ca)