



COURIER: 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9
MAIL: PO Box 9244 Victoria, B.C. V8W 9J2
FAX: (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888.564.9963
EMAIL: operations@consumerprotectionbc.ca
www.consumerprotectionbc.ca

NOTICE OF CHANGE
 Business Information

BUSINESS INFORMATION

Licensee 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
 - The licensed location a residential address.
 If Yes, a [Statutory Declaration Residence is a Place of Business Form](#) is required.
- Change of Mailing Address**
- Change of Corporate Office Address**
- Change of Corporate Name: addition / Deletion of Trade Name ****Fee Required******
 - Provide certificate from BC Registrar of Companies certifying the change
- Change in Location Manager, Licensing Contact**
- Change of Phone, Fax, Email Address**
- Change of Fiscal Year End**
 - Provide approval letter of filing change from Canada Revenue Agency

DETAILS OF CHANGE

From: _____ **To:** _____

Authorized signing officer:

Signature _____ Print Name _____

Date _____ Title _____

APPLICATION FEE (see current fee schedule)

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: operations@consumerprotectionbc.ca