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**TRAVEL**  
Notice of Change  
Business Information

**BUSINESS INFORMATION**

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

Pursuant to [section 10 of the Travel Industry Regulation](#), a licensee must report the following information to the director in writing within 14 days of the change occurring: (a) a change of address for the location from which the licensee conducts business in British Columbia; (b) if the licensee is a corporation, (i) a change in the senior officers, as defined in the [Business Corporations Act](#), of the corporation, and (ii) a material change in the beneficial ownership of the shares of the licensee; (c) if the licensee is a partnership, a change of partners in the partnership; (d) a change of name of the licensee. (2) If a licensee ceases to engage in business with another licensee because the other licensee has failed to fulfill a financial commitment made to the licensee, the licensee must report that cessation to the director.

**TYPE OF CHANGE**

- ☐ **Change of Licensed Location Address *\*\*Fee Required\*\****
  - ☐ Provide municipal business licence of the new address
  - ☐ The licensed location is now 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 of Business Model to** \_\_\_\_\_ Retail only \_\_\_\_\_ Wholesale only \_\_\_\_\_ Both
  - Please review [Security Requirement](#) for potential security changes.
- ☐ **Change in Location Manager or Licensing Contact**
- ☐ **Change of Phone, Fax, or Email Address**
- ☐ **Change of Trust Bank Account(s)**
  - Provide [Verification of Financial Institution Form](#)
- ☐ **Change of Fiscal Year End**
  - Provide approval letter of filing change from Canada Revenue Agency
- ☐ **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 [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: [businesspractices@consumerprotectionbc.ca](mailto:businesspractices@consumerprotectionbc.ca)