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TRAVEL
AGENT / WHOLESALER /
ACCOMMODATION PROVIDER /
ACCOMMODATION WHOLESALER
 Branch Licence Application

TO BE COMPLETED BY APPLICANT ONLY

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the *Business Practices and Consumer Protection Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

BRANCH BUSINESS INFORMATION

Branch Application for (check applicable):

- Travel Agent Travel Wholesaler Accommodation Provider / Wholesaler

- Legal name:
(Exact name in CAPITAL LETTERS)
- Trade/DBA names (if any):
(Exact name in CAPITAL LETTERS)
- Branch Physical address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
- Mailing address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
- Office tel: (.....) Fax tel: (.....)

HEAD OFFICE BUSINESS INFORMATION

- Licence Number: Business Name:
- Address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
- Office tel: (.....) Fax tel: (.....)
- Email:

BRANCH LICENSING INFORMATION

1. **Location Manager** who will have charge of the applicant's business at this location:

Name: _____
 (Surname) (First Name) (Middle Names in Full)

General Manager Manager Director of Operations Other: _____

Phone Number (____) _____ E-mail Address _____

2. **Administrative Contact (person to contact regarding licensing and related issues):**

Name: _____
 (Surname) (First Name) (Middle Names in Full)

Phone Number (____) _____ E-mail Address _____

3. **Complaints Contact (person to contact regarding consumer complaints):**

Name: _____
 (Surname) (First Name) (Middle Names in Full)

Phone Number (____) _____ E-mail Address _____

4. Are the business financial records held at the above address? If no, give the address where held.....Yes No

Location: _____

5. Are the financial statements for the applicant combined with any other businesses?Yes No
6. Do any other travel agents or travel wholesalers carry on operations at any of the listed premises?Yes No
7. Is the proposed licensed location a residence?.....Yes No

APPLICANT DECLARATION

To be completed by the Authorized Signing Officer of the Head Office agency, travel wholesaler, accommodation provider/ wholesaler.

The Authorized Signing Officer hereby:

1. Certifies that I/we have obtained, read and understood the Business Practices and Consumer Protection Act and Travel Industry Regulation;
2. Certifies that all the information given in this application is true and correct to the best of my/our knowledge and belief;
3. Gives permission to the Consumer Protection BC to verify bank relationships, memberships and all other matters in this application;Authorized signing officer of applicant:

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 application form, applicable attachments and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

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

Courier Consumer Protection BC
 321-3600 Uptown Blvd
 Victoria, BC V8Z 0B9

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

APPLICATION CHECKLIST

You 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 your business is a partnership or proprietorship, you must provide:

- names of the partners or proprietors
- current copy of any trade name registration(s) under which you intend to operate

If your business is a corporation, you must provide

- names of directors, senior officers, and beneficial owners with voting shares
- current copy of any trade name registration(s) under which you intend to operate

Step 2: Provide municipal business licence

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

Step 3: Set up a business phone number

You can maintain a landline or a cell phone number as your business line. The number must be made public and be searchable somehow (for example through directory assistance or [Canada411](#)). The number must also be easily found on your website, receipts and other business documents.

Step 4: Apply for a licence

If your business has more than one location, each location requires its own licence. You must submit all of your 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.

Submit a [branch application form](#).

Submit a [statutory declaration form](#) if applicable.

Step 5: Read 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.](#)