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**Payday Lender
 Notice of Change
 Business Information**

BUSINESS INFORMATION

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

Pursuant to [section 10 of the Payday Loans Regulation](#) , a licensee must submit the following information to the director within 14 days of the occurrence of (a) a change in the address for the head office or for a location from which a licensee conducts business; (b) if the licensee is a corporation (i)a change in the senior officers, as defined in the [Business Corporations Act](#), of the licensee, or (ii)a material change in the beneficial ownership of the shares of the licensee.

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 or Web Domain 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: businesspractices@consumerprotectionbc.ca