



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: businesspractices@consumerprotectionbc.ca
www.consumerprotectionbc.ca

TELEMARKETING
 Notice of Change
 Business Information

BUSINESS INFORMATION

Telemarketer 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
 - If the change of licensed location is a residence, a [Statutory Declaration Residence is a Place of Business Form](#) is required.
- Change of Mailing Address**
- Change of Corporate Name: addition / Deletion of Trade Name ****Fee Required******
 - Provide certificate from BC Registrar of Companies certifying the change
- Change in Licensing Contact**
- Change of Phone, Fax, Email Address**
- Change of Corporate Office Address**
- Change of Business Model** _____ 3rd Party Fund Raising _____ Both
- Increase Number of FTEs for This Location**
Business located within BC: Additional number of *FTE's engaged in distance sales or 3rd party fundraising work from this location (B) _____
OR
Business located outside BC: Additional number of *FTE's engaged in distance sales or 3rd party fundraising work with BC consumers from this location (C) _____
 Multiply (\$ current fee from fee schedule) for each FTE = (B) or (C) X (\$ current fee from fee schedule) _____ (D) \$
 *A Full Time Equivalent (FTE) represents 1957.5 hours of distance sales or 3rd party fundraising work for the licence year October to September rounded to the closest whole number.

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.

Sent completed form, applicable attachments and application fee by email.
 Email: businesspractices@consumerprotectionbc.ca