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NOTICE OF CHANGE
 Change of Senior Officer

BUSINESS INFORMATION

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

SENIOR OFFICER CHANGES			
NAMES IN FULL (First, Last)	RESIDENCE		POSITION HELD
	TELEPHONE & EMAIL	ADDRESS	
<input type="checkbox"/> New Senior Officer <input type="checkbox"/> Ceased to be Senior Officer	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email: _____		
<input type="checkbox"/> New Senior Officer <input type="checkbox"/> Ceased to be Senior Officer	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email: _____		
<input type="checkbox"/> New Senior Officer <input type="checkbox"/> Ceased to be Senior Officer	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
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	Email: _____		
<input type="checkbox"/> New Senior Officer <input type="checkbox"/> Ceased to be Senior Officer	()		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	Email: _____		

1. Have any of the above new senior officer(s) applied for or held a licence in any jurisdiction? Yes No
 2. If **YES** above, were any of those licences ever suspended or cancelled? Yes No
 3. Have you ever been refused a licence in any jurisdiction? Yes No
 4. Have any of the individuals identified above had 2 or more bankruptcies? Yes No
 5. Have any of the individuals identified above ever been convicted of an offence under the Criminal Code of Canada or any other statute? Yes No
- If **YES** to questions 2 through 5 above, provide details on a separate sheet, including date(s) and location(s) and parties involved.

REQUIRED SUPPORTING DOCUMENTS

Complete a criminal record check

Any new senior officers, partners or proprietors of your business must complete a criminal record check. For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us. [Get a criminal record check](#). For non-Canadian residents, a criminal record check from your home jurisdiction is required.

(For Motion Picture) – Criminal Record Check required only for Adult Film Distribution, multi-purpose distributor, adult film retailers and theaters with adult/ restricted screens. Criminal Record Check not required for motion picture distributor, video distributor, video retailer, or theater with general release screens only.

(For Debt Collection / Debt Repayment Only) - Provide personal credit report

Any new senior officers, partners or proprietors of your business must provide credit report current within 6 months. For Canadian residents, call Equifax Canada at 1-800-465-7166 or TransUnion at 1-800-663-9980. For non-Canadian residents, a credit report from a major reporting agency from the country in which you reside is required.

Signature of Authorized 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