CONSUMER PROTECTION BC

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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	
☐ New Senior Officer ☐ Ceased to be Senior Officer	( ) Email:		☐ President ☐ Treasurer ☐ Secretary ☐ Chief Operating Officer ☐ Others _____
☐ New Senior Officer ☐ Ceased to be Senior Officer	( ) Email:		☐ President ☐ Treasurer ☐ Secretary ☐ Chief Operating Officer ☐ Others _____
☐ New Senior Officer ☐ Ceased to be Senior Officer	( ) Email:		☐ President ☐ Treasurer ☐ Secretary ☐ Chief Operating Officer ☐ Others _____
☐ New Senior Officer ☐ Ceased to be Senior Officer	( ) Email:		☐ President ☐ Treasurer ☐ Secretary ☐ Chief Operating Officer ☐ Others _____
☐ New Senior Officer ☐ Ceased to be Senior Officer	( ) Email:		☐ President ☐ Treasurer ☐ Secretary ☐ Chief Operating Officer ☐ Others _____

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