

REQUIRED SUPPORTING DOCUMENTS

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Provide proof of registration or incorporation

You must provide proof of change from [BC Registries and Online Services](#).

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

- names of the partners or proprietors

If your business is a corporation, you must provide

- names of directors, senior officers, and beneficial owners with voting shares

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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.

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(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 Outgoing Owner:

Signature _____ Print Name _____

Date _____ Title _____

Signature of Incoming Owner:

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: operations@consumerprotectionbc.ca