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**DEBT COLLECTION &
 DEBT REPAYMENT**
 Notice of Change
 Business Information

BUSINESS INFORMATION

Licensee 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

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 of Employee Name (Debt Collector Name Change) **Fee Required******

- Provide supporting documentation for legal name change (eg. government issued ID or certificate of name change)

Change of Phone, Fax, Email Address

Change of Fiscal Year End

- Provide approval letter of filing change from Canada Revenue Agency

Change or addition of Licensing Contact

- Include the title, phone number and email contact information below

Change of My Account User Email

DETAILS OF CHANGE

I understand; All of the contact information that you provide to us may be made public. Your business address, even if it's a home address, will be published on our website. We consider this to be your business contact information and must be available should a customer need to reach you.

From: _____ To: _____

AUTHORIZED SIGNING OFFICER

Signature _____ Print Name _____
 Date _____ Title _____

APPLICATION FEE

****Click for Fee Schedule [Debt Collection](#)**

****Click for Fee Schedule [Debt Repayment](#)**

Payments can be made by **Cheque, Money Order** or **Credit Card** (Visa, MasterCard and American Express)

Use the [credit card authorization form](#) for credit card payments.

Please note [Application fees](#) are non-refundable.

A service charge will be applied for any dishonoured payments.

Email the completed form, applicable attachments and application fee to businesspractices@consumerprotectionbc.ca