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**Payday Lender
Notice of Change
Business Information**

BUSINESS INFORMATION

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

Pursuant to [section 10 of the Payday Loans Regulation](#), a licensee must submit the following information to the director within 14 days of the occurrence of (a) a change in the address for the head office or for a location from which a licensee conducts business; (b) if the licensee is a corporation (i) a change in the senior officers, as defined in the [Business Corporations Act](#), of the licensee, or (ii) a material change in the beneficial ownership of the shares of the licensee.

TYPE OF CHANGE

- ☐ **Change of Licensed Location Address ****Fee Required******
 - ☐ Provide municipal business licence of the new address
 - ☐ The licensed location a residential address.If Yes, a [Statutory Declaration Residence is a Place of Business Form](#) is required.
- ☐ **Change of Mailing Address**
- ☐ **Change of Corporate Office Address**
- ☐ **Change of Corporate Name: addition / Deletion of Trade Name or Web Domain Name ****Fee Required******
 - ☐ Provide certificate from BC Registrar of Companies certifying the change
- ☐ **Change in Location Manager, Licensing Contact**
- ☐ **Change of Phone, Fax, Email Address**
- ☐ **Change of Fiscal Year End**
 - ☐ Provide approval letter of filing change from Canada Revenue Agency

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.

Send completed form, applicable attachments and application fee by email.

Email: businesspractices@consumerprotectionbc.ca