

PART A: INSTRUCTIONS

In order to change your legal name as registered with BCFSA, please follow the instructions outlined below:

- Complete and submit this form to BCFSA office.
- Enclose a copy of a Change of Name Certificate, Marriage Certificate, or Birth Certificate, as applicable.
- Submit a fee of \$50 payable to the BC Financial Services Authority (see www.bcfsa.ca for Credit Card Payment Form).
- Arrange for the return of your existing licence certificate to BCFSA for amendment.

Please print clearly.

PART B: NAME CHANGE INFORMATION

Current licensee name	
Brokerage name and address	
NEW licensee name	
Effective date of name change	
Please indicate which of the following forms you are submitting with this request: <input type="checkbox"/> Change of Name Certificate <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Birth Certificate	
Signature	Date

<p>Mailing Address</p> <p>BC Financial Services Authority 600-750 West Pender Street Vancouver, B.C. Canada V6C 2T8</p>	<p>Enquiries</p> <p>Tel: 604.660.3555 Toll-free: 1.866.206.3030 Fax: 866.660.3365 www.bcfsa.ca licensing@bcfsa.ca</p>
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PRIVACY NOTICE
 BCFSA collects, uses and discloses your personal information in accordance with the Freedom of Information and Protection of Privacy Act and other applicable legislation.



Freedom of Information and Protection of Privacy Act (FOIPPA)

The information requested on this form is collected under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information is collected for the purpose of processing your payment. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 600-750 West Pender Street, Vancouver, B.C. V6C 2T8.

Note: Please use a separate form for each applicant. Partial payments will not be accepted.

Name of licensee
Name of brokerage

FEES AND RELATED ASSESSMENTS

Individual Fees

- \$2000 First time Licensing Application
- \$2000 Re-licensing Application (unlicensed for more than 90 days from licence expiry)
- \$1650 Licensing Renewal Application
- \$1700 Late Renewal (unlicensed less than 90 days from licence expiry)
- \$250 Licence Transfer or Reinstatement Application
- \$250 Personal Real Estate Corporation Transfer
- \$250 Change of Licence Level or Category
- \$50 Individual Name Change
- \$1000 \$950 Renewal Secondary Managing Broker Licence Application
- \$_____ Pro-rated licensing fee for Personal Real Estate Corporation (see www.bcfsa.ca for fees)

Brokerage Fees

- \$2200 \$1650 Renewal Licensing Application – Brokerage
- \$1000 \$950 Renewal Licensing Application – Branch Office
- \$250 Change of Licence Level or Category
- \$50 Name or Address Change

Other Fees

- \$_____ (describe)_____

CREDIT CARD INFORMATION

Credit card #	Expiry date MM/YY
Name on card (PRINT CLEARLY)	Cardholder signature
	Date MM/DD/YYYY

Note: Licence fees and Compensations Fund assessments are not refundable after licence issuance. If the licence is surrendered in the first year of the two year licensing period, a refund of the second year errors and omissions insurance premium is available. If an application is withdrawn for any reason prior to licence issuance, the application fee will not be refunded.

FOR OFFICE USE ONLY PLEASE DO NOT WRITE IN THIS SECTION

Amount	Card Auth. #	Licence #
Rec. #	Date	