



ENQUIRIES

Tel: 604.660.3555; Toll-free: 1.866.206.3030; www.bcfsa.ca; licensing@bcfsa.ca

PART A – INSTRUCTIONS FOR A BROKERAGE OR BRANCH OFFICE CATEGORY CHANGE

To add or remove a brokerage or branch office licence category, please complete and save this form and upload it to IRIS as part of the Request for Brokerage or Branch Office Category Change submission process.

In PART B indicate all of the categories of licence that you want the brokerage or branch office to be licensed to provide.

Your managing broker must also make the change to their category of licence as the brokerage or branch office and its managing broker must have the same service categories. Please note that a branch office cannot have more service categories than the brokerage head office.

PART B – APPLICANT INFORMATION

Category of licence applied for (check all that apply)

- Trading services
- Rental property management services
- Strata management services

Full legal name of brokerage

Trade name, if any, of the brokerage

Branch office address – Suite #/Street Address

City, Province

Postal Code

Phone Number for that office (include area code)

Email address, if any, for that office

PART C – AUTHORIZATION

Signature of managing broker, director, officer or partner of brokerage

Name of Applicant

Signature

Dated (MM/DD/YYYY)

Title or position