

Organizational and Service Structure Options under the Mortgage Services Act.

The Mortgage Services Act (MSA) introduces a variety of ways to offer mortgage services. The chart below summarizes these options, highlighting key points. For further information on each option, please see the *Mortgage Services Act*, the Regulation and Rules under that Act, and BCFSA's [Mortgage Services Knowledge Base](#).

License Required	Yes	No
	●	●

Type	Brokerage	Branch	Personal Office	Personal Mortgage Corporation	Co-Brokering	Teams (Effective: April 1, 2027)
License Required	●	●	●	●	●	●
Description	<p>A licensed business that provides mortgage services through a principal broker, and any mortgage brokers licensed to the brokerage.</p> <p>The brokerage service categories (i.e., dealing, trading, administering, and lending) must align with the principal broker's licence categories.</p>	<p>A branch office is a location separate from the brokerage head office that is licensed to provide mortgage services.</p> <p>While brokerages require a head office, branch offices are optional.</p>	<p>A personal office is a location, such as a home office, where a licensee may work privately and provide mortgage services. It is separate from a mortgage brokerage home or head office or a branch location.</p>	<p>A mortgage broker or principal broker may provide mortgage services through a corporation known as a personal mortgage corporation (PMC).</p> <p>BCFSA strongly recommends obtaining professional accounting and legal advice before applying to licence a PMC.</p>	<p>Co-brokering allows licensees from either the same mortgage brokerage or different mortgage brokerages to work together on the same side of a mortgage transaction.</p>	<p>A team is a group of two or more licensees at the same mortgage brokerage who represent themselves as a single entity to the public, when dealing or trading mortgages.</p>
Key Requirements	<ul style="list-style-type: none"> Develop and implement brokerage policies and procedures, as well as review them annually. Maintain errors and omissions insurance. Responsible for display of the mortgage brokerage and any branch office licenses. Seek BCFSA authorization to hold and maintain trust accounts, if required. Responsible for key recordkeeping requirements. Mortgage brokerages providing mortgage administration or lending or who have trust accounts have additional annual financial reporting requirements. In the case of a residential brokerage head office, ensure the local government bylaws applicable to the residence allow the mortgage brokerage business to be conducted from the residence and that there are no more than two licensees licensed in relation to the residential office. Principal brokers may be licensed in relation to up to four related brokerages, or a greater maximum if approved by BCFSA. 	<ul style="list-style-type: none"> Each branch office must be separately licensed. In the case of a residential brokerage branch office, ensure the local government bylaws applicable to the residence allow the mortgage brokerage business to be conducted from the residence. Limit of two licensees licensed to a residential branch office. 	<p>Related to signage and advertising restrictions:</p> <ul style="list-style-type: none"> No outside signage indicating the office as a place where mortgage services are provided. A licensee cannot indicate the office address on any mortgage services advertising or on any other records regarding mortgage services. The office phone cannot be answered in the name of the related mortgage brokerage of the licensee. 	<p>To operate as a PMC, the corporation must meet specific licensing and operating requirements. These include¹ :</p> <ul style="list-style-type: none"> The corporation is a company under B.C.'s <i>Business Corporations Act</i> or registered in B.C. as an extra-provincial company. All voting shares must be owned by a sole mortgage broker or principal broker, known as the controlling individual, who also acts as the sole director and president. If there are non-voting shares, these too must be owned by the licensee or an affiliated controlling individual and no one else. The PMC name must include both the name of the corporation, as approved by BCFSA, and the full term "personal mortgage corporation." 	<ul style="list-style-type: none"> Individuals in the co-brokering relationship must be licensed (e.g., licensed either by BCFSA or under the laws of their respective jurisdictions). Both licensees are responsible for compliance with all legislated requirements. 	<ul style="list-style-type: none"> Teams require registration with BCFSA (note that registration is not needed if the single entity is a brokerage). All members of a Team must be licensed in the same category of service (dealing, trading, or both).
License Application Fees ²	\$3,100	\$3,100	None	\$2,100	None	\$50 (per individual)
License Renewal Fees ³	\$3,000	\$3,000	None	\$2,000	None	None
Further Information	<p>Errors & Omissions Insurance must be purchased separately.</p> <p>BCFSA's Mortgage Services Knowledge Base</p>	<p>BCFSA's Mortgage Services Knowledge Base</p>	<p>BCFSA's Mortgage Services Knowledge Base</p>	<p>BCFSA's Mortgage Services Knowledge Base</p>	<p>BCFSA's Mortgage Services Knowledge Base</p>	<p>BCFSA's Mortgage Services Knowledge Base</p>

¹ To facilitate MSA transition, there are additional temporary provisions related to PMCs outlined on the BCFSA [website](#).

² Additional fees incurred for additional categories of service.

³ Additional fees incurred for additional categories of service.