SUBMISSION BY PROPOSED PRINCIPAL BROKER

Introduction

By default, Principal Brokers can be licensed in relation to four (4) brokerage offices (i.e., head office and up to three (3) branch offices) and/or brokerages that are "related parties" (definition in Appendix A). A Principal Broker can apply for BCFSA authorization to be licensed in relation to more than four related brokerages and/or more than four offices of the same brokerage (i.e., head office and/or branches) (see sections 4 and 5 of the Mortgage Services Rules [Rules]). For clarity, Principal Brokers can be licensed to a maximum of four related brokerages, brokerage head and branch offices, or any combination of the two.

Purpose

This submission will be used by BCFSA to determine whether a Principal Broker may be licensed to more than four related brokerages or more than four offices of the same brokerage (head office and branches).

BCFSA will only authorize a Principal Broker to be licensed in relation to more than four related brokerages or four offices of the same brokerage when:

1. All core requirements are met (see checklist below); and
2. Additional assessment factors show low risk and/or strong capacity.

Adequate supervision

Principal Brokers must maintain control and conduct of the mortgage brokerage's business, including ensuring adequate supervision of all mortgage brokers licensed with that brokerage, as well as non-licensee employees and others who perform duties on behalf of the brokerage. Supervision must be adequate considering all the relevant circumstances.

To meet BCFSA's standard of "adequate supervision", the Principal Broker must consistently:

- Ensure key mortgage transaction documents are reviewed in a timely manner (e.g., commitments, disclosures, suitability assessments, etc.)
- Ensure clear written policies and procedures for mortgage brokers and non-licensee employees are maintained.
- Ensure that guidance, oversight, monitoring, and training are provided to support compliance with applicable legislation and internal policies and procedures.
- Address issues, errors, or misconduct promptly with corrective or disciplinary action.
- Ensure proper management and control of documents and that records are kept in accordance with legislation.

If the Principal Broker cannot reliably meet these expectations for every supervised location, they should not supervise more than four brokerage offices and/or related brokerages.

Required submission by proposed Principal Broker

A) Attach a list of proposed related brokerages/branches and identify the number of proposed licensees to be engaged by the brokerage/branches.

B) Complete the Checklist: Principal Broker core supervision requirements

Outcome:

- If any item is marked No, approval cannot be granted.
- If all items are Yes, the review proceeds to the additional risk and capacity assessment by BCFSA.

Checklist: Principal Broker core supervision requirements

	Yes	No	Principal Broker core supervision requirements	Detailed information required (in attachment with references to the annotated numbering)
1			Consistently available to mortgage brokers.	Indicate whether the Principal Broker is available in-person, by phone, email, virtual, or other.
2			Maintains clear, current written policies and procedures covering duties, compliance expectations, and mortgage transactions.	Describe policies and procedures developed, which must align with section 29(3) of the Mortgage Services Rules.
3			Uses a system to monitor compliance with policies and legislation.	Describe systems used (e.g., spot audits, performance reviews).
4			Ensures timely reviews of key mortgage documents (e.g., disclosures, commitments).	Describe review process, including about the frequency of reviews and applicable timeframes.
5			Maintains proper books and records.	Indicate whether annual and/or other regulatory filings are up to date and complete without deficiencies.
6			Took corrective action for any past regulatory issues, including disciplinary action, when issues occurred with related licensees, if applicable.	Describe the issue(s) and corrective action(s) taken, if applicable (e.g., could be internal process or BCFSA involvement). Issues and actions could refer to situations under the Mortgage Brokers Act.
7			Has no current unresolved compliance concerns with BCFSA or other regulatory body, if known.	Describe current unresolved compliance concern, if applicable.
8			Has appropriate delegation policies and procedures in place to ensure all core duties are maintained when they are unavailable.	Describe delegation policies and procedures and confirm that they will continue to remain in place.

As noted above, please provide a brief description of the information indicated under "Detailed Information Required" and any other supplementary information or documents for BCFSA review and consideration, by attachment.

Principal Broker Signature*

Principal Broker Name: ______________________ Date: ______________

Principal Broker Signature: ______________________

*Note that prior to October 13, 2026, this form may be completed and submitted by the intended Principal Broker under the Mortgage Services Act.