



PART A INSTRUCTIONS FOR BROKERAGE NAME CHANGE

To change a brokerage name, please complete the following steps and submit a completed Request for Brokerage Name Change form to BCFSA with the required attachments.

Step 1: Obtain approval from BCFSA for the intended brokerage name change. You may use the Request for Brokerage Name Approval Form on BCFSA's website at www.bcfsa.ca or send a fax or email to BCFSA's licensing department requesting name approval.

Step 2: Register the name change with the Registrar of Companies. Please note if using a trade or franchise name, it must also be registered with the Registrar of Companies prior to BCFSA's records being amended.

Step 3: Complete this form and submit it, along with the required attachments, to BCFSA'S office.

Attached Please submit with this form:

- 1) A fee of \$50.00, payable to BC Financial Services Authority, for each office licence to be amended. (See www.bcfsa.ca for Credit Card Payment form)
2) The original brokerage licence certificate and any branch office licences for amendment. All licensed offices of the brokerage must have their licences amended in the case of a name change. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.
3) A copy of the Consent for Use of Name from the franchisor if the brokerage will be affiliated with a franchise organization.

If any of the requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.

PART B NAME CHANGE INFORMATION

Current brokerage name (including trade name if applicable)

Brokerage address

NEW name of brokerage (including trade name if applicable)

Effective date of name change

Name of applicant (Managing Broker, Officer, Director or Partner)

Signature

Title or position

Date

Mailing Address

BC Financial Services Authority
600-750 West Pender Street | Vancouver, B.C. Canada | V6C 2T8

Enquiries

Tel: 604.660.3555 | Toll-free: 1.866.206.3030 | Fax: 866.660.3365
www.bcfsa.ca | licensing@bcfsa.ca

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.