

**INSTRUCTIONS**

1. All applicable information must be provided
2. Please print clearly
3. If additional information is required, reference and attach addendum pages to this form
4. Upon completion, one copy of this form must be provided to:

Registrar of Mortgage Brokers  
2800 - 555 West Hastings Street  
Vancouver, BC V6B 4N6

Email: [Mortgagebrokers@bcfsa.ca](mailto:Mortgagebrokers@bcfsa.ca)  
 Web: <https://bcfsa.ca/>  
 Ph: 604-660-3555 Toll-free: 1-866-206-3030 (BC)  
 Fax: 604-660-3365

***Freedom of Information and Protection of Privacy Act (FOIPPA)***

The information requested on this form is collected under the authorities of sections 26(a) and 26(c) of the *Freedom of Information and Protection of Privacy Act*, and section 3(2) of the *Mortgage Brokers Act*. The information is collected for the purpose of administering the *Mortgage Brokers Act*. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 2800 - 555 West Hastings Street, Vancouver, BC, V6B 4N6.

<b>For Office Use Only</b>	
Approved By:	Date Approved:
Restrictions:	

**PART 1 – APPLICANT’S LEGAL NAME & CONTACT INFORMATION**

FULL LEGAL NAME

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TRADE NAME

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FISCAL YEAR END

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PHONE NUMBER

FAX NUMBER

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EMAIL ADDRESS

WEB ADDRESS

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BUSINESS ADDRESS (complete address including postal code)

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ADDRESS FOR SERVICE IN BRITISH COLUMBIA (complete address including postal code)

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RESIDENTIAL ADDRESS (if different from Business Address – must be complete address including postal code)

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**PART 2 – PERSONAL HISTORY**

List any and all previous names you have been known by

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DATE OF BIRTH

PLACE OF BIRTH

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INDICATE YOUR CITIZENSHIP

- CANADIAN     
  PERMANENT     
  ENTITLED TO WORK UNDER AN IMMIGRATION PERMIT  
 OTHER (please specify)

Please indicate if you have lived outside of Canada in the last 10 years, and if so where:

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**PART 3 – SIGNIFICANT ACTIVITIES OF THE MORTGAGE BROKER**

Identify which of the following activities the Mortgage Broker will engage in:

- Mortgage Origination       Mortgage Administration       Placing Investor Funds into mortgages       Mortgage Referrals
- Syndicated Mortgages       Reverse Mortgages       Mortgage Investment Corporation       Handles Trust Funds
- Lending Own Mortgage Funds or Those of Related/Associated Parties

**PART 4 – EDUCATION REQUIREMENTS**

I have met the education requirements for Submortgage Broker Registration in British Columbia in the following way:

COURSE/PROGRAM

DATE COMPLETED

INSTITUTION

OTHER MEANS

**PART 5 – EMPLOYMENT HISTORY**

Give full disclosure on your business activities, including self-employment and unemployment periods, if any, for the full 5 year period immediately preceding the date of this application (if more space is required attach a separate sheet):

EMPLOYER	NATURE OF EMPLOYMENT	FROM (MONTH/YEAR)	TO (MONTH/YEAR)

**PART 5 – PRIOR LICENSING OR REGISTRATION**

- a) Have you ever been licensed, registered or authorized in any capacity, under any of the following acts or under similar legislation in British Columbia or elsewhere?
- Financial Institutions Act*       YES       NO
  - Mortgage Brokers Act*       YES       NO
  - Real Estate Services Act*       YES       NO
  - Securities Act*       YES       NO
  - OTHER (please specify)
- b) Have you ever been refused a license or registration, or have you ever been disciplined or had your license or registration suspended or cancelled under any of the Acts in Question 6(a) or under any other legislation in British Columbia or elsewhere?
- YES       NO

**PART 6 – BANKRUPTCY, JUDGMENTS, CIVIL OR CRIMINAL PROCEEDINGS**

- a) Are you subject to a charge or indictment, or have you been convicted under any law of any province, state or country?       YES       NO
- b) Have you personally, or has any business of which you were an officer, director or partner ever been subject to bankruptcy proceedings?       YES       NO
- c) Are there any pending legal proceedings against you or any business of which you were an officer, director or partner?       YES       NO
- d) In the last 5 years has any judgment ever been rendered against you personally, or against any business of which you were an officer, director or partner, in any civil court in British Columbia or elsewhere, for any reason whatsoever?       YES       NO
- e) If YES, has the judgment been satisfied?       YES       NO
- f) To your knowledge, are you currently the subject of an investigation by any law enforcement or regulatory agency in British Columbia or elsewhere?       YES       NO

For any of the questions in Section 6 or 7 to which you have answered YES, you must provide complete details as an exhibit using the same numbering as on this application.

**WARNING:**

**Any application containing a false statement may result in the refusal, suspension or cancellation of any registration.**

**PART 7 – APPLICANT CERTIFICATION**

I, the undersigned, certify that I am the applicant herein for registration or approval and the statement of facts made by me in this application and in the exhibits attached, if any, are true and complete.

SIGNATURE OF DIRECTOR

PRINT NAME

DATE SIGNED

**PART 8 – FEES (Registration of New Mortgage Brokers or New Branch Offices is subject to fees)**

Fees attached in the amount of:

PAID BY:

- Cheque
- Cash
- Credit Card

NOTE THAT ONCE SUBMITTED, THE FEE IS NOT REFUNDABLE.