



The Motor Vehicle Sales Authority of British Columbia is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.

Where there is any change to a dealer's name or address, or to the partners in a partnership, the officers or directors of a corporation, or the shareholders of a private corporation that is a registered dealer, the dealer must complete a Notice of Change (Form 3) and submit it to the VSA along with any applicable fee within 14 days of the change. [Motor Dealer Act (MDA) – section 12]

Registration as a motor dealer is not transferrable to any other individual, partnership or corporation. Where there is a change to a sole proprietor or where, in the opinion of the registrar, a change of partners, officers or directors of a corporation, or shareholders of a private corporation, constitutes a change in ownership, the new ownership will be required to submit an application for a new registration. [MDA – sections 4 and 5]

NOTICE OF CHANGE – Ownership

FORM 3c

Name of Motor Dealer as Currently Registered with VSA:		Dealer Number:
Name of Authorized Spokesperson:	Email Address:	Cell Number:

CHANGE OF SHAREHOLDERS			\$150.00 - Cheque payable to Motor Vehicle Sales Authority of BC			
Full Name of current shareholders	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition	Percentage (%) of Shares Held
			Del	Add		
			Del	Add		
			Del	Add		
			Del	Add		
Full Name of previous shareholders			Del	Add		
			Del	Add		
			Del	Add		
			Del	Add		

Are the above shares held for yourself Yes No - If shares are being held on behalf of someone else (i.e. Beneficiary), please give details below:

Name of Shareholder of Record	Details of Person for whom shares are being held			Percentage (%) of Shares Held
	Name in full (give Middle Names)	Residence address & Postal code	Occupation	

Please Note:

- **Each new shareholder, director or officer must submit a completed Dealer Applicant Profile (Form 1a) with this application.**

CHANGE OF DIRECTORS/OFFICERS**\$150.00 - Cheque payable to Motor Vehicle Sales Authority of BC**

Full Name of current Directors/Officers	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition
			Del	Add	
			Del	Add	
			Del	Add	
			Del	Add	
Full Name of previous Directors/Officers			Del	Add	
			Del	Add	
			Del	Add	

This application must be signed by each new shareholder, director, or officer along with an authorized signing officer for the dealership.

This notice dated at _____ this _____ day of _____ 20_____

Signature(s) of Applicant(s)

Signature(s) of Applicant(s)

Note: This information is collected for the purpose of establishing and maintaining eligibility for registration as a motor dealer, and is collected under the authority of Section 4 of the *Motor Dealer Act*. Signing this form provides consent to the Motor Vehicle Sales Authority of BC to obtain a credit report on any applicant above from a consumer reporting agency. This consent also allows information on a spouse to be included in any report.

For information regarding this collection, please contact:

The VSA Licensing Department,
 Suite 208, 5455 152nd Street
 BC, V3S 5A5,
 Telephone: (604) 574-5050 local 707



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Dealer Applicant Profile Form

FORM 1a

Complete a Form 1a for each owner, partner, shareholder or officer/director of the dealership.

Legal Name of Dealership - Check One Only: Sole proprietor Partnership Corporation (corporate name in full)

BUSINESS NAME (DBA or Trade Name) if different from above name:

Motor Dealer Number if known:

APPLICANT INFORMATION:

Applicant Name:			SIN	Date of Birth YYYY/MM/DD
Work Phone	Home Phone	Cell Phone	Active in this firm? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, in what capacity?	

Places of Residence During the Past Seven Years (Inside or outside Canada)

Address:	City:	Prov/State	Postal Code	From:	To:

Business Record During the Past Seven Years (Inside or outside Canada)

Name and address of Employer:	Business of Employer:	Exact Dates of Employment:	
	Position Held:	From:	To:
Name and address of Employer:	Business of Employer:	Exact Dates of Employment:	
	Position Held:	From:	To:
Name and address of Employer:	Business of Employer:	Exact Dates of Employment:	
	Position Held:	From:	To:

APPLICANT DECLARATIONS:

If the answer is **YES** to any of the following questions, **please provide details** including dates and locations in space provided or on additional sheet(s):

- 1. Are you engaged, occupied or employed in any other business occupation or profession? Yes No

- 2. Is/are there any unpaid judgement(s) outstanding against you? Yes No

- 3. Have you ever declared or been placed into bankruptcy or receivership? Yes No

- 4. Are you presently a party to bankruptcy or receivership proceedings? Yes No

- 5. Have you ever been/are you a partner or an officer or director, or a beneficial owner of shares of a corporation that is bankrupt or that has been involuntarily wound up or that is a party to bankruptcy, receivership or involuntary winding-up proceeding? Yes No

- 6. Are there any lawsuits or other proceedings before any court or government tribunal that are in process, settled, or otherwise concluded, to which you are a party to? Yes No

- 7. Have you or a company you have been involved with, ever been registered or previously applied for registration as a motor dealer in British Columbia or any other jurisdiction? Yes No

- 8. Have you or a company you have been involved with, ever been refused registration as a motor dealer or had any type of licence refused, revoked, expired or suspended in any province, state, or country? Yes No

- 9. Will you be carrying on any business, occupation or profession other than that of a motor dealer? Yes No

- 10. Have you ever been convicted of a criminal offence in Canada or any other country, or are there any proceedings now pending? (Convictions need not be reported if a full pardon has been obtained.) Yes No

- 11. Are you presently being investigated for or charged with a criminal offence or breach of any other law in Canada or any other country? Yes No

12. Have you ever been associated with any Registered Motor Dealer for whom the Motor Dealer Compensation Fund reimbursed consumer losses? Yes No

13. Have you ever been convicted of any offence or been subject to any other judicial proceedings under the *Trade Practice Act, the Business Practices & Consumer Protection Act, the Social Services Tax Act, the Excise Tax Act, the Income Tax Act, the Weights and Measures Act, the Competition Act, the Motor Vehicle Act* (moving violations excluded), the *Motor Dealer Act* or any law governing the business of motor vehicle sales in any jurisdiction, or are there any proceedings now pending? Yes No

ADDITIONAL DOCUMENTATION REQUIRED:

1. Please submit a copy of an acceptable government issued photo identification (e.g. BC Driver's Licence, Passport) **and** a copy of your Birth Certificate.
2. All Motor Dealer applicants must provide a current Criminal Record Check (CRC). Please complete the attached RCMP CRC form and submit with this application (on part 5 of the form, you must initial #1 & #2) . If you know that a conviction exists, you must complete and submit the attached VSA Statutory Declaration form. The cost of conducting the CRC is \$50.00 pay able to the VSA. Please remit a cheque or submit a completed Credit Card Authorization Form. If a criminal record exists, the Registrar is the final arbitrator on what is deemed an acceptable criminal record.
3. If you have resided or are residing in a country other than Canada, please provide a current criminal record check for that country.

This notice dated at _____ this _____ day of _____, 20_____

I certify that all information provided in support of this application is true. An application containing false information may result in the refusal, suspension or cancellation of the motor dealer licence.

Print Name of Applicant

Signature of Applicant

Note: This information is collected for the purpose of establishing and maintaining eligibility for registration as a motor dealer, and is collected under the authority of Section 4 of the *Motor Dealer Act* . Signing this form provides consent to the Motor Vehicle Sales Authority of BC to obtain a credit report on the applicant above from a consumer reporting agency. This consent also allows information on a spouse to be included in any report.

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The VSA Licensing Department,
Suite 208, 5455 152nd Street
Surrey BC, V3S 5A5,
Telephone: (604) 574-5050 local 707.



CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION

PART 1

IF COMPLETED MANUALLY, PLEASE PRINT

Surname		Given name (1)		Given name (2)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Tel. no. (incl. area code)	
Address (no., street, apt.)			City		Province		Postal code		
Date of birth (yyyy-mm-d)		Place of birth		Driver's licence no.		Usual first name or alias		Maiden name/Any other Surname	
Previous address if less than 5 years at current address Address (no., street, apt.)			City		Province		Postal code		

PART 2

Pursuant to Section 8(1) of the Privacy Act of Canada, I hereby authorize the Royal Canadian Mounted Police to disclose my personal information to:

Full name Ken Smith		Title Registrar		Name of organization Vehicle Sales Authority (VSA)	
Address (no., street, apt.) 208-5455 152nd Street		City Surrey		Province BC	
				Postal code V3S 5A5	

PART 3

WAIVER AND RELEASE:
I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

PART 4

This consent is valid for a period of three months from the date of signature.

Signed this _____ day of _____ Signature of applicant _____

Signature Here

PART 5

Following is information contained in the records of the RCMP or records from other police forces accessible through computer queries and is based on a name and date of birth check only. ****A record may or may not exist** for the subject of this inquiry, positive identification and a certified criminal records check can only be obtained through a fingerprint check. This can be made with the submission of a complete set of fingerprints to:

INFORMATION AND IDENTIFICATION SERVICES
CANADIAN CRIMINAL RECORD INFORMATION SERVICES
1200 Vanier Parkway
OTTAWA, ONTARIO K1A 0R2

YOUNG OFFENDER INFORMATION - The Youth Criminal Justice Act/Young Offenders Act make it an offence to disclose young offender information. In cases where an adult's record contains young offender information or a young offender requests a copy of his/her criminal record, the criminal record information **MUST** be given to the requester. Individuals can disclose their own information, but even with consent the RCMP are not legally permitted to disclose young offender information.

INSTRUCTION TO REQUESTERS: The following section contains varying degrees of police information.

- Confirm with the party identified in PART 2, the exact information they require.
- Choose the category which best symbolizes the information you are providing consent for the RCMP to disclose and place your initials in the appropriate INITIALS box.
- The party identified in PART 2 will be advised accordingly of negative checks.
- Checks resulting in possible "hits" for information identified in categories 1, 2 or 3 will require confirmation by the submission of fingerprints.
- You will be required to confirm that information located through the checks stipulated in category 4, is your personal information.
- You may withdraw this consent prior to disclosure.

Initial Here

No.	Initials	Category of Information for Disclosure	FOR POLICE USE ONLY
1.		Records of criminal convictions found in the Identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted. RCMP: Make CPIC Criminal Record "LEVEL 1" Query ONLY.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
2.		Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC. RCMP: Make CPIC Criminal Record "LEVEL 1" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
3.		Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition. RCMP: Make CPIC Criminal Record "LEVEL 2" Query AND a Persons CPIC Query.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist
4.		Police information located on computer systems (e.g. Police Information Retrieval System (PIRS), CPIC, PROS, PRIME, LEIP) and information located through local police indices checks. This will include all information related to non convictions and all charges regardless of disposition. RCMP: Make Persons Queries on PIRS, CPIC, PROS, PRIME and LEIP. In view of the general nature of this information, confirm with requester this is in fact information pertaining to him/her. Requesters MUST confirm information which pertains to them prior to disclosure. If a discrepancy exists, do not disclose this information.	<input type="checkbox"/> None located <input type="checkbox"/> ** May or may not exist

COMPLETED BY

Member (signature)	Reg. no.	Unit	Date
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Motor
Vehicle Sales Authority
 of British Columbia

Previously known as the Motor Dealer Council of BC

STATUTORY DECLARATION

Motor Vehicle Sales Authority of British Columbia (VSA)

CANADA) IN THE MATTER OF
 PROVINCE OF) application for licensing
 BRITISH COLUMBIA) by _____

TO WIT:

I, _____ (surname, and given names) of _____ (address),
 _____ (city), Province of British Columbia, born on _____ (dd/mm/yyyy),
 in _____ (city), _____ (province/state), _____ (country),
 having applied for licensing with the VSA.

DO SOLEMNLY DECLARE THAT:

I have been charged and/or convicted of the following criminal offence/s:

Name/Type of Charge or Conviction	Year of Charge (on or about)	Location of Charge or Conviction

I MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

SIGNATURE

DATE



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Credit Card Authorization Form

PLEASE PRINT AND ENTER ALL INFORMATION AS IT APPEARS ON THE CARD:

Name(s) (as it appears on the card): _____

Card Type (check one): Visa Master Card

Card #: _____ Expiry Date _____ / _____

I (we) authorize The Motor Vehicle Sales Authority of British Columbia to charge \$ _____ to the above Credit Card.

I (we) understand that a written notice must be received by The Motor Vehicle Sales Authority to terminate this agreement.

I (we) warrant that all persons whose signatures are requested to sign on this account have signed and received a copy of this agreement.

Date: _____ Signature: _____

Print Name: _____

Date: _____ Signature: _____

Print Name: _____

Please fax or mail this completed form to: **Motor Vehicle Sales Authority of British Columbia.**