

Previously known as The Motor Dealer Council of BC

Salesperson Licence Renewal Application

Name : _____ Salesperson Licence # _____

Birth Date: _____ Licence Expiry Date: _____

Address: _____ City: _____

Postal Code: _____ Home Phone: _____

Cell Phone: _____ Email: _____

***** **You must Print Legibly and complete all of above to use this Renewal Form** *****
***** New Salesperson Licence Applicants **cannot** use this form to apply *****

Renewing your Salesperson Licence. In order to remain in compliance with the Motor Dealer Act and Regulations you must apply for renewal no later than 14 days prior to your expiry date. If you are not currently working in the industry, but plan to return soon, then you must renew your licence before the expiry date in order to avoid a late or re-instatement fee. To contact the Licensing Dept, call 604-574-5050 local 710.

Online

Visit www.vehiclesalesauthority.com, click on "Industry", then "Salesperson Info", then "Online Renewals" and follow the prompts. You will need the following information to complete the online renewal process: salesperson licence number, email address and credit card information for payment. If you have not renewed online before you will be asked to set up a simple profile before being able to renew.

By Fax, Mail or In Person (YOU CANNOT RENEW BY TELEPHONE)

If not renewing online, please complete the following in full and return this form with the appropriate fees to the VSA office in Surrey 14 days prior to your expiry date. **Fax renewals must be paid by credit card. Completed form and payment must be received together for renewal to be processed.**

Eligibility Questions

1) Since the date of your last criminal record check submitted to the VSA, have you been convicted of, or are you currently charged with, or being investigated for, any criminal or other offence under any federal or provincial legislation, or under the law of any foreign jurisdiction?
If yes, attach a copy of the offense, date of offense and outcome. Yes No

2) Since the date of your last application, have you had a licence in any regulated industry (e.g. real estate, motor dealer, brokerage or insurance) revoked in Canada or any other jurisdiction under your current name or any other name or alias?
If yes, provide details _____ Yes No

3) Current employer(s): _____

Payment

• **1 year renewal: \$ 150.00** OR • **Discounted 2 year renewal: must qualify and renew online.**
Visit www.vehiclesalesauthority.com for information.

• **Late Fee of \$ 30.00 will be charged if renewal is received after your renewal date**

• **Late Fee of \$ 75.00 will be charged if renewal is received past 30 days from your renewal date**

Cheque _____ (enclose and mail or deliver to address below. Fax renewals must be paid by credit card)

Visa _____ MasterCard _____ Card # _____

Name on Card (please print) _____ Expiry (mm/yy) _____

Signature _____ **VSA licence fees are non-refundable.**

Certification of Facts and Accountability

I certify that, as the applicant for licensing, all information and statements contained in this application and any attachments are true and complete. As a licensed salesperson I understand that I am accountable to the Motor Dealer Act and all related Regulations as well as any General Guidelines issued by the Registrar of Motor Dealers and/or the Motor Vehicle Sales Authority of BC.

Legal Name (please print) _____ Signature _____

Date _____ Salesperson Licence # _____

Return completed Renewal Application with the appropriate fees to:

Motor Vehicle Sales Authority of BC, # 208 – 5455 152nd Street, Surrey BC V3S 5A5

By fax to 604-574-5883 or **Renew Online at www.vehiclesalesauthority.com**