



Previously known as the Motor Dealer Council of BC

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]

NOTICE OF CHANGE - LOCATION

FORM 3a

Name of Motor Dealer as Currently Registered:	Dealer Number:
---	----------------

Please submit payment of \$250.00 - Cheque payable to Motor Vehicle Sales Authority of BC		
CHANGE BUSINESS ADDRESS (SALES LOT) TO READ AS FOLLOWS: (PLEASE COMPLETE EACH LINE)		
New Business Address:	City:	Postal Code:
Mailing Address (as above) or:	City:	Postal Code:
Effective Date of Address Change:	Phone Number of Dealership:	Fax Number of Dealership:
Name of Authorized Spokesperson:	Email Address:	Cell Number:
Showroom Size (e.g. 3 cars):		Outside Display Area Size (e.g. 10 cars):
Any Changes in Repair Facilities? <input type="checkbox"/> No <input type="checkbox"/> Yes, Give Details		

Please provide the following documents:

- | |
|---|
| <ol style="list-style-type: none"> 1. A copy of your new business license or documentation showing that the new business address is properly zoned for automotive retail. 2. Photos of the following: business sign from the road, outside/inside display areas, office space for storage of records, repair facility (if on site). |
|---|

If you answer **YES** to any of the following questions, please provide details in the space provided or use additional sheet(s): _____

1. Is the business address (sales lot) at a residence? Yes No

3. Do any other motor dealers carry on operation at the same listed premises? Yes No

4. Do any other businesses carry on operations at the same listed premises? Yes No

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

Signature(s) of Applicant(s)

Signature(s) of Applicant(s)



Motor
Vehicle Sales Authority
 of British Columbia

Previously known as the Motor Dealer Council of BC

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.**