



Date: \_\_\_\_\_

The 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/ Wholesaler as Currently Registered:	Dealer/ Wholesaler Number:
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<b>Please submit payment of \$250.00 - Cheque payable to Vehicle Sales Authority of BC</b>		
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"> <li>1. A copy of your new business license or documentation showing that the new business address is properly zoned.</li> <li>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).</li> </ol> |
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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 <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Do any other motor dealers carry on operation at the same listed premises? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Do any other businesses carry on operations at the same listed premises?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |

This notice dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Applicant(s)

\_\_\_\_\_  
Signature(s) of Applicant(s)