



Employment Authorization Form

In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act

SECTION A Salesperson Information - please print clearly

Last name _____ Given names _____

Date of birth / / VSA licence# _____ Email address _____
mm / dd / yyyy (not a dealer email address)

The following sections need to be completed and signed by an authorized official of the dealership that you are or will be employed at.

SECTION B Motor Dealer Business Information - please print clearly

Dealership name(s) _____ VSA dealer #(s) _____

Phone number _____ Email address _____

SECTION C Designated Employment Authorization - please print clearly

Primary role of Licensee: Salesperson Lease Office Business Office Internet Sales Management Dealer Principal

Employment start date: / /
mm / dd / yyyy

Print name - Authorized Official

Signature - Authorized Official

Dealer: Please complete Section D and return it to the VSA when employment is terminated.

SECTION D Cancellation of Employment - please print clearly

The salesperson identified in Section A above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below.

Employment end date: / /
mm / dd / yyyy

Print name - Authorized Official

Signature - Authorized Official

Application for Registration as a Licensed Salesperson

A

SECTION A Personal Information - please print clearly

Last name _____ Given names _____

Known as _____ Email address _____
(alias or preferred name) (personal email, not dealer email)

Home phone () _____ Cell phone () _____ DOB _____
mm / dd / yyyy
(minimum age, 19 years)

Home address _____
(Suite/Apt#) (Street address)

City _____ Prov _____ Postal Code _____

Have you taken the VSA Salesperson Course? Yes _____
 No _____
mm / dd / yyyy

SECTION B Additional Licences - Previous or Current

If you answer "Yes" to any question, please provide details in the space provided. **If no details are provided, the application will not be processed.**

1. Have you previously applied for or been granted any licence, registration, exemption or certificate of any kind by the Registrar, Motor Dealer Act or other regulated industries ie. Real estate, in any jurisdiction? Yes No

2. Are you now or have you ever been licensed or registered as a motor dealer or salesperson in the motor dealer industry in any jurisdiction **outside** of British Columbia? Yes No

3. Have you ever been found by an authority to have violated the *Motor Dealer Act* or the *Business Practices and Consumer Protection Act*? Yes No

4. Have you ever had a motor dealer licence, or a salesperson licence in the motor vehicle industry, or a licence in another regulated industry (ie. real estate) suspended or revoked in Canada or elsewhere under your current name or any other legal name or alias? Yes No

Application for Registration as a Licensed Salesperson

SECTION C Employment or Other Activities - for the last five (5) years

Please provide us with your employment history for the five (5) years preceding this application. This should include any leaves during your employment (including medical), periods of unemployment or dealership employment.

If you are entering the industry after attending school, please indicate the schools attended and the dates attended. Attach additional sheets if required.

Note: This section must be completed in full (leave no gaps within the five (5) year timeframe) or the application will not be processed.

Employer/School	Title	Dates						
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mm / dd / yyyy		mm / dd / yyyy						

Please explain any gaps:

SECTION D Criminal Record History

An application containing false information may result in the refusal, suspension or cancellation of a salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

I confirm the following statements/information (#1, 2, 3)

1. Have you been convicted of an offence under any criminal or other law in Canada or elsewhere for which a pardon has not been granted? Yes No
2. Are you currently under investigation and/or prosecution (charged) for violation of any criminal or other law, or have a warrant(s) for your arrest in Canada or elsewhere? Yes No
3. Have you been convicted of an offence under any criminal or other law in Canada or elsewhere under another legal name or alias? Yes No

Application for Registration as a Licensed Salesperson

C

SECTION E

Consent & Undertaking

initials

By initialing this box, you understand that you have read and agree to the course policies found here: <https://mvsabc.com/course-policies/>. You also agree that as a condition of your licence you will register for, and pass the Salesperson Certification Course with a minimum grade of 75% or higher within 45 days of your conditional licence being granted.

I consent to the collection of this information as authorized under *The Motor Dealer Act* ("the Act"). I understand that this information will be used to determine whether I am and remain qualified for licensing. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for licensing.

I understand that I may not buy or sell vehicles to retail consumers for a motor dealer unless I am licensed under the Act as a salesperson to that dealer. I acknowledge that "buying or selling" refers to any form of negotiation concerning the purchase, sales, lease or consignment of a motor vehicle and is not limited to the signing of contracts. I know that this also includes attendance at auctions or the positions commonly referred to as Dealer Principal, Business Office, Lease Office or Management. I confirm that I will not buy or sell vehicles to retail consumers for any dealer until I receive confirmation from the VSA that I am licensed as a salesperson.

I confirm that I am legally entitled to work in retail motor vehicle sales within Canada and I am of the legal age of nineteen years as required under provincial legislation to negotiate and execute a contract.

An application containing false information may result in the suspension or cancellation of a salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

The Vehicle Sales Authority of British Columbia (VSA) 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 and the *Motor Dealer Act*.

Print name - Applicant

Signature - Applicant

Date: ____/____/____
mm / dd / yyyy

SECTION F

Payment Information - Fees *(see page 4, section G for fee information)

Method of Payment: Visa Mastercard Cheque In person

If not the registrant, please indicate relationship: Employer Other: _____

Cash or Debit: Must be made in person at the VSA office

Cheque: Mail payable to Vehicle Sales Authority of BC, along with completed registration form to:
280-8029 199 Street, Langley, BC V2Y 0E2

****NOTE: Licensing fees are non-refundable. Registrations without payment will not be processed****

Credit Card # _____ Expiry ____/____
mm / yy

PRINT Name—Cardholder

Signature—Cardholder

****Applications submitted by fax and incomplete applications will not be processed.****

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Salesperson Application Check List

SECTION G Check List

This application package includes the following documents:

Use the check boxes as a reminder before submitting the materials by mail, email, courier or in person to the VSA

****Do Not Fax. Please read carefully.****

- Complete in full all sections of the application
- Include the payment of \$615 (if you have taken the Salesperson Certification Course in the past three (3) years, include only the application fee of \$195)
- Include color photo, submitted by mail or email to licensing@mvsabc.com
 - 2" x 2" photo or selfie/headshot (in .jpeg format and no larger than 200kb)
- Include a signed by dealer Employment Authorization form with sections A, B & C completed, if you are employed as a salesperson
- Provide a copy of your ID and proof of eligibility to work in Canada

<u>Canadian Citizen Requirements</u>	<u>Non-Canadian Citizen Requirements</u>
2 Valid IDs, 1 must be a photo ID	2 Valid IDs, 1 must be a photo ID
<ul style="list-style-type: none"> • Canadian Passport • Health Card • SIN • Native Status Card • Nexus Card 	<ul style="list-style-type: none"> • Driver's Licence • BC ID • Canadian Birth Certificate • Citizenship Card
	<ul style="list-style-type: none"> • Permanent Resident Card • Work Permit • Study Permit • BC ID • Passport • Driver's Licence

- You must include a Police Information Check (PIC) obtained within the last 30 days from your local RCMP or municipal police department where you live.

NOTE: Police Information Checks **WILL NOT** be accepted from online or any other sources.

Requirement

- Must attend your local police jurisdiction **in person**
- Two pieces of government-issued identification are required.
- The PIC is required by the Vehicle Sales Authority of BC, Registrar of Motor Dealers, Ian Christman.
 - ◇ 280-8029 199 Street, Langley BC V2Y 0E2

Submit the complete application package by mail, email, courier or in person - **DO NOT FAX**
Vehicle Sales Authority of BC | 280 - 8029 199 Street | Langley, BC V2Y 0E2