



**Real Estate Council of Ontario**  
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**FOR OFFICE USE ONLY**

Approved By:

Date:

Scanning Code: REVN

Form: NBC/09April2010

For Office Use Only - Date Received

Important: PRINT or TYPE all information in BLACK INK

## Notice of Business Change

All new brokers of record, officers, directors and shareholders must submit a current (must be dated within 6 months of submission of application), original Canadian Criminal Record Check with this form.

### IMPORTANT INFORMATION

This form must also be completed by any new officer, director or partner whose activities in the corporation or partnership will not require him/her to be registered.

### CHECK APPLICABLE BOX(ES) AND COMPLETE THE QUESTIONS INDICATED:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Name Change</b><br>Sections A, B and N   | <input type="checkbox"/> <b>Shareholders, Share Distribution, or Ownership Interest (partnerships) Changes</b><br>Sections A, C, D, E, F, J & N |
| <input type="checkbox"/> <b>Address Change</b><br>Sections A, B and N  | <input type="checkbox"/> <b>Branch Office (Changes, Closing)</b><br>Sections A, H, & N  |
| <input type="checkbox"/> <b>Change of Corporate Officers and/or Directors/Partners</b><br>Sections A, D, I, J, K & N | <input type="checkbox"/> <b>Change to Real Estate Trust Account</b><br>Sections A, G, & N   |
| <input type="checkbox"/> <b>Change of Broker of Record</b><br>Sections A, J, K, L & N                                | <input type="checkbox"/> <b>Change to Branch Manager</b><br>Sections A, H, J & N  |

The undersigned is registered as a Brokerage under the Real Estate and Business Brokers Act, 2002 (Check One)

- ☐ Sole Proprietorship
 ☐ Partnership
 ☐ Corporation

### SECTION A

Registered Business Name				Registration No.
Business Address (Street Number and Name)			Suite or Unit No.	Business Telephone No. ( )
City	Province	Postal Code	E-mail Address	Fax No. ( )

HEREBY NOTIFY THE REGISTRAR OF THE FOLLOWING CHANGES:

### SECTION B – NAME AND ADDRESS CHANGES (Note: Enter only information which has changed)

New Name (Note: If Corporate name has changed, attach Articles of Amendment to this form)				Effective Date: ____ YEAR / ____ MONTH / ____ DAY
New Trade Style Name (Attach copy of Companies Trade Style Registration)				Effective Date: ____ YEAR / ____ MONTH / ____ DAY
Business Address (Street Number and Name)			Suite or Unit No.	Business Telephone No. ( )
City	Province	Postal Code	E-mail Address	Fax No. ( )
Service Address (if different to above) (Street Number and Name)			Suite or Unit No.	Business Telephone No. ( )
City	Province	Postal Code	E-mail Address	Fax No. ( )



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ATTACH ADDITIONAL SHEET(S), IF SPACE IS INSUFFICIENT

### SECTION C (Corporations Only)

Please identify any changes in the Equity Share structure.

Name of Person(s) who Beneficially Owns or Controls 10% or More of Equity Shares	Name of Shareholder(s) of Record, if different	Percentage of Votes Beneficially Owned or Controlled by each person
Total		

### SECTION D (Partnerships Only)

Please complete Ownership Interest structure. Refer to Completion Instructions.

Name of Person(s) who Beneficially Owns or Controls 10% or More of the Ownership Interest	RECO Registrant # (if applicable)	Percentage of Ownership Interest Beneficially Owned or Controlled by each person

☐ N/A Please check, the N/A box if  
this section does not apply

### SECTION E (Interested Persons)

Please identify any changes to Interested Person(s) as identified in Section 10(4)(a), (b) & (c) of the *REBBA 2002*. Refer to Completion Instructions.

Name of Interested Person	Date of Birth Y / M / D	Residence Address

☐ N/A Please check, the N/A box if  
this section does not apply

### SECTION F (Associated Persons)

Please identify any changes to Associated Person(s) as identified in Section 1 of the *REBBA 2002*. Refer to Completion Instructions.

Name of Associated Persons	Date of Birth Y / M / D	Residence Address

### SECTION G – FOR ALL BROKERS OF RECORD

Is there any change in information regarding the Real Estate Trust Account?

☐ Yes ☐ No

If yes, provide a copy of the change to the Real Estate Trust Account and signature card on file with the Bank or Financial Institution.

If there has been a change in the Real Estate Trust Account, you must provide the reconciliation of the previous Real Estate Trust Account along with a statement from the Financial Institution attesting to the balance at time of closing the previous account.

You must also include a statement from the Financial Institution attesting to the opening balance of the new Real Estate Trust Account with a letter from the Financial Institution attesting to the signatory on the new Real Estate Trust Account.

Name of Bank or Financial Institution	Trust Account Number
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Address of Bank or Financial Institution



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### SECTION H – BRANCH OFFICES

Change <input type="checkbox"/>		Closing <input type="checkbox"/>		Effective Date ____ YEAR ____ / ____ MONTH ____ / ____ DAY ____	
Branch Registration No.		Head Office Registration No.		Branch Manager's Name	
Previous Branch Address (Street Number and Name)		Suite or Unit No.		Business Telephone No. (     )	
City		Province		Postal Code Fax No. (     )	
New Branch Address (Street Number and Name)		Suite or Unit No.		Business Telephone No. (     )	
City		Province		Postal Code Fax No. (     )	

### SECTION I – REQUEST FOR CHANGE IN CORPORATE OFFICERS , DIRECTORS OR PARTNERS

Pursuant to Subsection 4 of Section 4 of the Real Estate and Business Brokers Act, 2002,  
hereby request the consent of the Registrar to the appointment of the Officers listed below.

Name of Currently Active Officer (print name)	Position Held



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### SECTION J – NAME AND ADDRESS OF NEW OR TERMINATING OFFICER/DIRECTOR/BRANCH MANAGER/BROKER OF RECORD /PARTNER

Please provide a copy of the Corporate Minutes, the Resolution and a copy of the Official Notification under the Corporations Information Act or Partnership Act with the Ministry of Business Services.

Type of Notice: ☐ New ☐ Terminating

Status: ☐ Active ☐ Non-Active

Effective Date: \_\_\_\_ YEAR \_\_\_\_ / \_\_\_\_ MONTH \_\_\_\_ / \_\_\_\_ DAY \_\_\_\_

Registration No.

Will individual remain registered with company? ☐ Yes ☐ No

Last Name			Full First Name			Middle Name				
Position held in Company						Birth Date			Sex	
						YEAR	MONTH	DAY	<input type="checkbox"/> M <input type="checkbox"/> F	
Residence Address - (If R.R.: Give Lot, Concession No. & Township) (Street Number and Name)					Apt. or Suite		Residence Telephone No. (    )			
City		Province	Postal Code		E-mail Address			Fax No. (    )		

Type of Notice: ☐ New ☐ Terminating

Status: ☐ Active ☐ Non-Active

Effective Date: \_\_\_\_ YEAR \_\_\_\_ / \_\_\_\_ MONTH \_\_\_\_ / \_\_\_\_ DAY \_\_\_\_

Registration No.

Will individual remain registered with company? ☐ Yes ☐ No

Last Name			Full First Name			Middle Name				
Position held in Company						Birth Date			Sex	
						YEAR	MONTH	DAY	<input type="checkbox"/> M <input type="checkbox"/> F	
Residence Address - (If R.R.: Give Lot, Concession No. & Township) (Street Number and Name)					Apt. or Suite		Residence Telephone No. (    )			
City		Province	Postal Code		E-mail Address			Fax No. (    )		



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### SECTION K

To be completed by each Officer, Director of the Corporation, each partner of a Partnership, or the new Broker of Record.

The following questions must be answered by each officer, director of a corporation, by each partner of a partnership or the new broker of record. Please review the Completion Instructions on Page 7, before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed in writing, you must do so now. Refer to Completion Instructions.

1. Are you a Partner, Officer, Director or shareholder in any other registered real estate business? ☐ Yes ☐ No
2. Are you now or have you ever been involved in personal bankruptcy and/or been an officer, director or majority shareholder of a corporation which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? ☐ Yes ☐ No
3. Are there any unpaid judgments and/or unpaid debts outstanding against you? ☐ Yes ☐ No
4. Have you had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or have you been involved in any proceeding during which you resigned a registration or licence or professional status of any kind, or are there any proceedings pending? ☐ Yes ☐ No
5. Are there currently any charges pending, or have you been found guilty, pleaded guilty to, or been convicted of an offence under any law? (Refer to page 7 for Completion Instructions) ☐ Yes ☐ No

**WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION**

Name		Title	
Signature		Date of Birth Y / M / D	Date

### SECTION L (Request for change of Broker of Record)

1. Please provide a Corporate Resolution or Partnership Resolution appointing a new Broker of Record. If the Partnership Agreement has changed please provide a copy of the new Agreement.
2. Include updated Real Estate Trust Account Signature Card from financial institution.
3. Please submit a current, original Canadian Criminal Record Check.

Last Name	Full First Name	Middle Name	Registration No.

### SECTION M

#### NOTICE & CONSENT

Any person completing and/or signing and/or submitting this form and any attachments or accompanying answers, schedules, documents, records, statements or returns, either written or oral, ("accompanying documentation") is hereby notified that the Real Estate Council of Ontario ("RECO") may verify the information on this form or the accompanying documentation, and in so doing, may request or collect additional information from, communicate with, disclose any such information to government and non-government bodies (which may include trade associations, designated education organizations and providers, and past, present, and prospective employers). You are notified that any information so collected or communicated will be for purposes that include, but are not limited to:

- 1) Determining an applicant's eligibility for registration or continued entitlement to registration under the *Real Estate and Business Brokers Act, 2002* and its regulations and including any amendments or successor legislation ("REBBA 2002"), ensuring compliance under REBBA 2002, dealing and/or handling complaints and inquiries under REBBA 2002
- 2) Purposes consistent with the *Safety and Consumers Statutes Administration Act, 1996* and its regulations, RECO's purposes and obligations under the *Canada Corporations Act* and its regulations, RECO's Letters Patent and its corporate by-laws, and the Administrative Agreement,
- 3) For any other purpose consistent with the administration of REBBA 2002, consumer protection, protecting the public, and/or verification of an applicant's association or membership with trade/ professional associations, registration history, including status, dates, employer's name and business address.

I understand and consent that as part of the above process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports. I further understand and consent that, RECO may, at any time and from time to time, during my registration cycle make additional inquiries and/or obtain additional searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports.

I am aware that RECO is obligated to disclose information in accordance with law and is bound by REBBA 2002, including sections 44 and 48 of REBBA 2002 and sections 11 and 27 of the Regulation (General) under REBBA 2002.

By completing or signing or submitting this form and any of the accompanying documents, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO.



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### SECTION N

This form must be signed by the sole proprietor, partner, director, officer, or broker of record of the applicant

The undersigned hereby certifies that he/she is fully authorized to bind the applicant and is authorized to sign this application on behalf of the applicant. The undersigned hereby certifies that he/she has fully examined all of the information given on this application (including any attachments), and all such information is, to the best of his/her knowledge, true, correct and complete, and hereby requests the registration be granted.

#### WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION

Name	Signature	Title	Date
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### COMPLETION INSTRUCTIONS – SECTION C

For the purposes of this section you must identify the name of each person who beneficially owns or controls 10% or more of the equity shares issued and outstanding, or any persons that are associated with each other, that together, beneficially own or control 10% or more of the equity shares issued and outstanding.

Where the shareholder is a corporation, please attach a list of the Officers/Directors of the corporation.

“The percentage of votes beneficially owned or controlled” means the percentage of total votes attached to all equity shares issued and outstanding of the corporation held by each person.

Please submit a current, original Canadian Criminal Record Check for each shareholder.

### COMPLETION INSTRUCTIONS – SECTION E (Interested Persons)

A person is deemed to be an interested person in respect of another person where the person may have a beneficial interest in the other person's business, exercises direct or indirect control over the other person, or has provided financing directly or indirectly to the other person's business. Section 10(4) of the *REBBA 2002* defines interested person as follows:

- 10.(4) For the purposes of this section, a person shall be deemed to be an interested person in respect of another person if the person is associated with the other person or if, in the opinion of the registrar,
- (a) the person has or may have a beneficial interest in the other person's business;
  - (b) the person exercises or may exercise control either directly or indirectly over the other person; or
  - (c) the person has provided or may have provided financing either directly or indirectly to the other persons business.

Please note that a recognized financial institution that has directly supplied financing to a brokerage business should not be disclosed as an interested person but any other person who has directly or indirectly supplied financing must be disclosed.

### COMPLETION INSTRUCTIONS – SECTION F (Associated Persons)

Please identify in writing the association between the parties listed in Section K. The *REBBA 2002* defines associated persons where one person is associated with another person in any of the following circumstances:

- 1.(2) For purposes of this Act, one person is associated with another person in any of the following circumstances:
- 1. One person is a corporation of which the other person is an officer or director.
  - 2. One person is a partnership of which the other person is a partner.
  - 3. Both persons are partners of the same partnership.
  - 4. One person is a corporation that is controlled directly or indirectly by the other person.
  - 5. Both persons are corporations and one corporation is controlled directly or indirectly by the same person who controls directly or indirectly the other corporation.
  - 6. Both persons are members of the same voting trust relating to shares of a corporation.
  - 7. Both persons are associated within the meaning of paragraphs 1 to 6 with the same person.



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## Notice of Business Change

### COMPLETION INSTRUCTIONS – SECTION K

- |            |  |
|------------|--|
| Question 1 | If the applicant answered yes, please submit full particulars on a signed and dated statement.   |
| Question 2 | If the applicant answered yes, please submit a complete copy of the assignment, list of creditors and discharge papers.  |
| Question 3 | If you answered yes, you must submit a copy of each judgement and other such documents pertaining to outstanding debts against you (example: garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that lead to the matter(s) on a signed and dated statement.   |
| Question 4 | If the applicant answered yes, please submit full particulars on a signed and dated statement.   |
| Question 5 | All applicants must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) and if the response was "Yes" they must also submit full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your driver's licence was suspended. <b>This includes a charge where a conditional discharge or an absolute discharge has been granted.</b> |

### COMPLETION INSTRUCTIONS – SECTION L (Request for change of Broker of Record)

A sample Corporate Resolution/Partnership Resolution is attached to this application.



**CORPORATE RESOLUTION**

**RESOLUTION OF THE BOARD OF DIRECTORS OF**

\_\_\_\_\_ (the "Corporation")  
(fill in name of corporation as registered with RECO)

**BE IT RESOLVED THAT:**

In accordance with the requirements of section 12 of the *Real Estate and Business Brokers Act, 2002* (the "Act"),

Whereas the Corporation's registration number with RECO is \_\_\_\_\_:

1. \_\_\_\_\_ is hereby designated as the Broker of Record for the  
(fill in name of Broker of Record to be registered with RECO)  
Corporation and is employed as the Broker of Record by the Corporation effective \_\_\_\_\_ DATE \_\_\_\_\_;
2. the Corporation shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and
3. As of \_\_\_\_\_ DATE \_\_\_\_\_ the Corporation delegates to the Broker of Record named in this Resolution the full power and authority to ensure that the Corporation complies with the Act and its regulations.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness the seal of the Corporation

\_\_\_\_\_  
Name:

Title:  
Authorized Signing Official

\_\_\_\_\_  
Name:

Title:  
Authorized Signing Official





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**PARTNERSHIP RESOLUTION**

**RESOLUTION OF THE PARTNERS OF**

\_\_\_\_\_ (the "Partnership")  
(fill in name of the partnership as registered with RECO)

**BE IT RESOLVED THAT:**

In accordance with the requirements of section 12 of the *Real Estate and Business Brokers Act, 2002* (the "Act"),

Whereas the Partnership's registration number with RECO is \_\_\_\_\_:

1. \_\_\_\_\_ is hereby designated as the Broker of Record for the  
(fill in name of Broker of Record to be registered with RECO)  
Partnership and is employed as the Broker of Record by the Partnership effective \_\_\_\_\_ DATE \_\_\_\_\_ ;
2. the Partnership shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and
3. As of \_\_\_\_\_ DATE \_\_\_\_\_ the Partnership delegates to the Broker of Record named in this Resolution the full power and authority to ensure that the Partnership complies with the Act and its regulations.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name:

Title:  
Authorized Signing Official

\_\_\_\_\_  
Name:

Title:  
Authorized Signing Official