



Procedures for Licensing Direct Sellers

Under Parts VII and IX of the *Consumer Protection Act*, direct sellers must be licensed and bonded prior to operating in the Northwest Territories (NWT). Territorial legislation requires direct sellers with sales greater than \$100 to be licensed in the NWT.

The following are procedures to be used to obtain a Direct Sellers Licence:

- 1) Complete the application form;
- 2) Submit the required fee (listed below);
- 3) Submit a criminal records check; and
- 4) Ensure the vendor is licensed in the Northwest Territories prior to submitting your application.

Fee Schedule

Period in which application made	Fee
Full year (April 1 – March 31)	\$191.00
9 months (July 1 to March 31)	\$143.00
6 months (October 1 to March 31)	\$95.00
3 months (January 1 to March 31)	\$48.00

Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal. If you have any questions please feel free to contact this office.

Public Safety Division
Department of Municipal & Community Affairs
Government of the Northwest Territories
600 5201 50 AVENUE NORTHWEST TOWER
YELLOWKNIFE NT X1A 3S9
Phone: (867) 767-9161 Extension: 21021
Fax: (867) 873-0309

Please allow 3 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete and all forms are received by our office.



APPLICATION FOR LICENCE CONSUMER PROTECTION ACT

Form 1
(Section 10)

THIS APPLICATION IS FOR AN: INITIAL RENEWAL

If application is for **renewal**, complete sections **1, 2, 5, 6** and the affidavit and indicate any change of information from last year's application

Vendor Licence Direct Seller Licence Collection Agent Licence

1. (a) To be completed if applicant is an INDIVIDUAL or PARTNERSHIP. (If the applicant is a partnership, the following information is to be completed for each partner.)

NAME OF APPLICANT	NAME OF APPLICANT	
ADDRESS OF RESIDENCE(S) FOR LAST THREE YEARS	ADDRESS OF RESIDENCE(S) FOR LAST THREE YEARS	
EMPLOYMENT HISTORY	(Three years for applicants for vendor and collection agent licences; five years for applicants for direct seller licence.)	
NAME OF EMPLOYER	NAME OF EMPLOYER	
MAILING ADDRESS	MAILING ADDRESS	
POSITION HELD	FROM: TO:	FROM: TO:
NAME OF EMPLOYER	NAME OF EMPLOYER	
MAILING ADDRESS	MAILING ADDRESS	
POSITION HELD	FROM: TO:	FROM: TO:
NAME OF EMPLOYER	NAME OF EMPLOYER	
MAILING ADDRESS	MAILING ADDRESS	
POSITION HELD	FROM: TO:	FROM: TO:

1. (b) To be completed if applicant is a CORPORATION.
CORPORATE NAME (Attach certificate of status from Registrar of Companies, Government of the Northwest Territories.)
Provide the following information with respect to all directors of the corporation: NAME, MAILING ADDRESS, LENGTH OF TIME DIRECTORSHIP HELD. (Attach list.)

2. (a) To be completed by applicants for VENDOR and COLLECTION AGENT licences.	
BUSINESS NAME	PHONE NO. (Head Office)
HEAD OFFICE MAILING ADDRESS	()
ADDRESS OF PRINCIPAL PLACE OF BUSINESS IN NORTHWEST TERRITORIES	PHONE NO. ()
	PHONE NO. ()
ADDRESS OF BRANCH OFFICES IN THE NORTHWEST TERRITORIES	PHONE NO. ()
	PHONE NO. ()

MAILING ADDRESS in the Northwest Territories for service of notices under the **Consumer Protection Act**: (If mailing address does not contain a street address where notices may be served personally, also set out a street address.)

Applicant for a VENDOR licence. Describe goods or services intended to be sold in the Northwest Territories:

2. (b) To be completed by applicants for a DIRECT SELLER licence.	
(A) NAME OF YOUR VENDOR	MAILING ADDRESS OF YOUR VENDOR
ESTIMATED AMOUNT OF AVERAGE RETAIL SALE OR RETAIL HIRE-PURCHASE TO BE MADE UNDER LICENCE APPLIED FOR: \$	

(B) Are you presently selling goods or services in the Northwest Territories for a vendor other than the vendor described in paragraph (A)? YES NO
IF YES, state name and mailing address of vendor:

Describe goods or services sold:

STATE APPROXIMATE AMOUNT OF AVERAGE RETAIL SALE OR RETAIL HIRE-PURCHASE TO BE MADE FOR THIS VENDOR: \$

3. Provide the names and following information for two people who can be contacted for a business reference for each applicant referred to in subsection 1. (a)	
NAME	MAILING ADDRESS
BUSINESS/OCCUPATION	PHONE NO.
NAME	MAILING ADDRESS
BUSINESS/OCCUPATION	PHONE NO.

4. Is the applicant presently licensed outside of the Northwest Territories as: (IF YES, specify jurisdictions.)
a VENDOR? YES NO
a DIRECT SELLER? YES NO
a COLLECTION AGENT? YES NO

5. In the following questions "applicant" includes all applicants and any director or manager of a corporation that is an applicant.

(a) Has the applicant been convicted of any offense against the <u>Criminal Code</u> (Canada) or against the <u>Consumer Protection Act</u> , or of any other offence committed in Canada that involves a dishonest act or intent on the part of the offender?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b) Is the applicant an undischarged bankrupt?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c) Has the applicant been, within the preceding ten years, a bankrupt or a director of a corporation that became bankrupt while applicant was a director where, in each case, the creditors in the bankruptcy have not been paid in full?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(d) Has the applicant had a licence issued under the <u>Consumer Protection Act</u> cancelled or a current licence issued under the Act suspended?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(e) Where the application is for a Vendor or Collection Agent licence, has a judgement been issued against the applicant that has not been satisfied?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If the answer to any of the above is YES, give particulars:

6. Applicant for VENDOR licence:

Have the goods or services you are intending to sell in the Northwest Territories been sold by you in the Northwest Territories before? YES NO

If YES, number of years goods or services sold in the Northwest Territories: year(s) Last fiscal year of sales: from: to:

Total retail sales in the Northwest Territories for the last fiscal year:
 0 - \$49,999 \$50,000 - 149,999 \$150,000 - 249,999 \$250,000 - 499,999 \$500,000 or more

7. Applicant for VENDOR licence: (This section is optional.)

The following people have authority to indicate to the Director that an applicant for a direct seller licence is authorized to represent the vendor.

NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
SPECIMAN SIGNATURE	SPECIMAN SIGNATURE

SIGNATURE: (If applicant is a partnership, all partners to sign; if applicant is a corporation, authorized signing officers to sign and corporate seal to be affixed.)

Signature	_____	Date	_____	Signature	_____	Date	_____
Signature	_____	Date	_____	Signature	_____	Date	_____

This AFFIDAVIT is to be completed by ALL applicants.

_____ } In the matter of an application for licence or renewal
 of a licence under the Consumer Protection Act.

 Province or Territory

I, _____ of the _____ of the _____
 of _____ in the _____
 make an oath that

1. I am applicant or an officer or director of a corporation that is an applicant named in the above application.
2. To the best of my knowledge, the information set out in the application is true and correct.

Sworn before me at the _____
 of _____
 in the _____
 this _____ day of _____, 20____, _____

 Applicant

Officer entitled to take oaths for use in the Northwest Territories

Nature of office: _____

INSTRUCTIONS: Complete this form in duplicate.
 Retain a copy for reference when applying for a renewal
 of licence. Forward original together with prescribed fee to:



**CONSUMER SERVICES, PUBLIC SAFETY DIVISION
 DEPARTMENT OF MUNICIPAL & COMMUNITY AFFAIRS
 GOVERNMENT OF THE NORTHWEST TERRITORIES
 600, 5201-50TH AVE, NORTHWEST TOWER
 YELLOWKNIFE, NT X1A 3S9**

Where the application is for a **VENDOR** or a **COLLECTION AGENT** licence, attach bond required by Section 84 or 85 of the Consumer Protection Act.



Credit Card Authorization Form

This form along with the completed application must be filled out before we will process a credit card payment. Municipal and Community Affairs accepts the following credit cards: Visa and MasterCard.

Application type (circle please):

Business Vendor Direct Seller Collection Agency Real Estate

Authorize payment for the Application of: _____
Please use the name of the Business, Vendor, Direct Seller, Collection Agency or Real Estate Agency/Agent/Salesperson

Credit Card Number: _____ Exp: _____ CSC: _____

Amount authorized to charge to this credit card: _____

Signature of authorization to charge: _____

Please provide a phone number: _____

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Government of the Northwest Territories
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