



280 – 8029 199th Street
 Langley, BC V2Y 0E2
 Phone: (604) 575-7253
 Fax: (604) 574-5883
 Licensing@vsabc.ca

Date: _____

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.

NOTICE OF CHANGE – Motor Dealer Name

FORM 3b

Name of Motor Dealer as Currently Registered with VSA:	Dealer Number:
Business (DBA) Name of Motor Dealer as Currently Registered with VSA (if applicable):	

Please submit payment of \$158.00 - Cheque payable to Motor Vehicle Sales Authority of BC
 CHANGE CURRENTLY REGISTERED NAME TO READ AS FOLLOWS:

Incorporated Name (if changed from above and is a corporate name change where the corporation keeps the same incorporation number) ^{Note 2:}	BC Companies Act Incorporation Number:	Date of Change:
Business (DBA) Name (if changed from above):	Corporate Registry Registration Number:	Date of Change:
Name of Authorized Spokesperson:	Email Address:	Cell Number:
New Corporate Office Address (if any changes):		
Registered Office Address (if any changes)	Records Office Address (if any changes)	

Please Note:

- 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]
- Registration as a motor dealer is not transferrable to any other individual, partnership or corporation. Where there is a change to a sole proprietor or where, in the opinion of the registrar, a change of partners, officers or directors of a corporation, or shareholders of a private corporation, constitutes a change in ownership, the new ownership will be required to submit an application for a new registration. [MDA – sections 4 and 5]

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

 Signature(s) of Applicant(s)

 Signature(s) of Applicant(s)



ONLINE BANKING PAYMENT

Instruction for paying your Dealer Fees with Online Banking:

1. Log into online banking and add a new bill payment payee (first time only).
2. Enter “[Motor Vehicle Sales Authority of British Columbia](#)” as the payee.
3. Enter your Dealer Number in the account number for the new payee.
4. Make the payment—ensure that you note the authorization number or print out the confirmation of payment.
5. Complete **ALL** of the information below and submit this completed form to the VSA.

Name of Dealer: _____

Dealer #: _____ Phone #: _____

Name of person who completed the payment: _____ Online payment Authorization #: _____

Date of online payment: _____ Amount of online payment: _____
month day year

Payment is for (check one):

Dealer Application

Off-Site Sale

Change of Ownership

Dealer Renewal

Change of Address

Plate Upgrade

Other _____

The following financial institutions offer this service:

- | | | |
|---------|---------------|------------------------|
| 1. HSBC | 4. BMO | 7. Any BC Credit Union |
| 2. TD | 5. Scotiabank | 8. National Bank |
| 3. CIBC | 6. RBC | |