

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.

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]

## NOTICE OF CHANGE – Ownership

## FORM 3c

Name of Motor Dealer as Currently Registered with VSA:		Dealer Number:	
Name of Authorized Spokesperson:	Email Address:	Cell Number:	

<b>CHANGE OF SHAREHOLDERS</b>			<b>\$166.00 - Cheque payable to Motor Vehicle Sales Authority of BC</b>			
Please Note:						
<b>Each new shareholder, director or officer must also submit a completed Dealer Applicant Profile (Form 1a).</b>						
Full Name of current shareholders	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition	Percentage (%) of Shares Held
			Del	Add		
			Del	Add		
			Del	Add		
Full Name of previous shareholders			Del	Add		
			Del	Add		
			Del	Add		
			Del	Add		
Are the above shares held for yourself <input type="checkbox"/> Yes <input type="checkbox"/> No - If shares are being held on behalf of someone else (i.e. Beneficiary), please give details below:						
Name of Shareholder of Record	Details of Person for whom shares are being held				Percentage (%) of Shares Held	
	Name in full (give Middle Names)	Residence address & Postal code	Occupation			

**CHANGE OF DIRECTORS/OFFICERS****\$166.00** - Cheque payable to Motor Vehicle Sales Authority of BC

Please Note:

**Each new shareholder, director or officer must also submit a completed Dealer Applicant Profile (Form 1a).**

Full Name of current Directors/Officers	Residence Address & Postal Code	Occupation	Indicate whether Deletion or addition		Date of Deletion or Addition
			Del	Add	
			Del	Add	
			Del	Add	
Full Name of previous Directors/Officers			Del	Add	
			Del	Add	
			Del	Add	

**This application must be signed by each new shareholder, director, or officer along with an authorized signing officer for the dealership.**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Note:** This information is collected for the purpose of establishing and maintaining eligibility for registration as a motor dealer, and is collected under the authority of Section 4 of the *Motor Dealer Act*. Signing this form provides consent to the Motor Vehicle Sales Authority of BC to obtain a credit report on any applicant above from a consumer reporting agency. This consent also allows information on a spouse to be included in any report.

For information regarding this collection, please contact:

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

## 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: \_\_\_\_\_  
month day year

Amount of online  
payment: \_\_\_\_\_

### 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