



Ontario

Ministry of Ministère de la
Consumer and Consommation
Commercial et du
Relations Commerce

4TH FLOOR

555 Yonge Street
Toronto, Ontario
M7A 2H6

555, rue Yonge
Toronto (Ontario)
M7A 2H6

(416) 326-8800

COLLECTION AGENCIES ACT

REQUIREMENTS FOR REGISTRATION AS A CORPORATION, SOLE PROPRIETOR, PARTNERSHIP, BRANCH OR EMPLOYEE

All businesses and persons who collect, arrange, sell or trace for payment of a debt on behalf of anyone else are required to be registered under the Collection Agencies Act.

It is strongly recommended that all applicants familiarize themselves with the Act and its Regulations. Particular attention should be given to the Regulations which deal with terms and conditions of registration. Copies of the Act are available at the Ontario Government Book Store which is located at 880 Bay Street (416) 326-5300 or 1-800-668-9938.

Some Terms and Conditions of Registration:

Agencies and employers must:

- 1. be a resident of Canada;*
- 2. be 18 years of age or over.*

Agencies only (see note on next page) must:

- 1. have two (2) years actual or related experience in all phases of the collection business;*
- 2. be able to provide a bond or collateral security (see business bond information letter enclosed);*
- 3. operate from a permanent place of business in Ontario which is not a home and is open to public during normal working hours;*
- 4. provide a copy of the most recent financial statement where the applicant is a corporation, or an opening financial statement where the company has been recently incorporated or is a proprietorship or partnership. All financial statements must be prepared by a person licensed under the Public Accountancy Act;*
- 5. be prepared to engage the services of a licensed accountant on a regular basis.*

NOTE:

As all owners, active partners, officers and directors are required to write and pass an examination in order to qualify for registration, it is recommended that you do not enter into any leases or other obligations until you have done so.

Applications for examination can be obtained from the office of the Registrar (416) 326-8728. The fee for the examination is \$10.

If you meet the requirements and wish to apply, submit the following:

CHECKLIST

CORPORATIONS

1. A completed Application for Business or Branch Registration or Reinstatement form. Ensure the appropriate questions are filled out correctly (see front of application form for further details) or the application will be returned. _____
2. \$200 registration fee. Send money order or cheque, made payable to the Treasurer of Ontario. Do not send cash by mail. _____
3. A signed applicable financial statement. _____
4. The original bond with embossed insurance seal in the corporate and trade name. _____
5. Copies of all collection letters, contracts and related material. _____
6. (a) Submit a minimum of one completed Employee Application, along with the \$100 fee. _____
OR
(b) Submit completed Notice of Employee Change forms for each employee who will be transferring to the corporation along with their pocket certificates for re-issue. There is no fee for this as long as transfer occurs within 60 days of termination from last employer. If transferring after 60 days, complete Application for Employee Registration or Reinstatement form, plus submit \$100 fee for each application. _____
7. A complete copy of the company's Articles of Incorporation. _____
8. A complete copy of Tradestyle Registration form, if applicable. _____

CHECKLIST

9. For companies incorporated outside of Ontario, you are required to file a Form 2 with the Companies Branch and submit a copy of this form with your application.

You can obtain copies of this Form 2 from:

Companies Branch
393 University Avenue, 2nd Floor
Toronto, Ontario M7A 2H6
(416) 593-8880

10. If the shareholder listed in question #14 is another corporation, a separate Application for Business or Branch Registration or Reinstatement form must be submitted for each corporate shareholder. This information is required in order to provide pertinent data related to each individual who has ownership in the principal corporation. This is required for record purposes. Only questions 1, 3, 14, 17 & 18 must be completed on the form or provide the information on a separate signed and dated sheet.
11. Application form must be signed by an active officer.

PARTNERSHIPS

1. A completed Application for Business or Branch Registration or Reinstatement form. Ensure the appropriate questions are filled out correctly (see front of application form for further details), or the application will be returned.
2. \$200 registration fee. Send money order or cheque, made payable to the Treasurer of Ontario. Do not send cash by mail.
3. A signed applicable financial statement.
4. An original bond with embossed insurance seal in the partnership and trade name.
5. Copies of all collection letters, contracts and related material.

CHECKLIST

6. (a) *Submit a minimum of one completed Employee Application, along with the \$100 fee.*

OR

- (b) *Submit completed Notice of Employee Change forms for each employee who will be transferring to the partnership, along with their pocket certificates for re-issue. There is no fee for this as long as transfer occurs within 60 days of termination from last employer. If transferring after 60 days, complete Application for Employee Registration or Reinstatement form plus submit \$100 fee for each application.*

7. *A copy of the Partnership Declaration form.*
8. *A copy of Tradestyle Registration form, if applicable.*
9. *Application form must be signed by all partners.*

SOLE PROPRIETORS

1. *A completed Application for Business or Branch Registration or Reinstatement form. Ensure the appropriate questions are filled out correctly (see front of application form for further details), or the application will be returned.*
2. *An employee registration is not required for the owner. But, if the owner is currently registered, the certificate of registration must be returned for cancellation.*
3. *\$200 registration fee. Send money order or cheque made payable to the Treasurer of Ontario. Do not send cash by mail.*
4. *A signed applicable financial statement.*
5. *The original bond with embossed insurance seal in the proprietor and trade name.*
6. *Copies of all collection letters, contracts and related material.*

CHECKLIST

7. Submit completed Notice of Employee Change forms for each employee who will be transferring to the sole proprietor along with their pocket certificates for re-issue. There is no fee for this as long as transfer occurs within 60 days of termination from last employer. If transferring after 60 days, complete Application for Employee Registration or Reinstatement form and submit \$100 fee for each collector.

BRANCHES

1. Complete questions 1, 2 & 18 of the application form for each branch, together with a \$200 registration fee for each application. Send money order or cheque, made payable to the Treasurer of Ontario. Do not send cash by mail.

EMPLOYEES

1. A completed Application for Employee Registration or Reinstatement form for each employee, together with a \$100 registration fee for each application. Send money order or cheque made payable to the Treasurer of Ontario. Do not send cash by mail.

PLEASE MAIL OR BRING YOUR APPLICATIONS TO:

Ministry of Consumer & Commercial Relations
Central Registration
555 Yonge Street, 4th Floor
Toronto, Ontario
M7A 2H6

NOTE:

ONLY FULLY COMPLETED APPLICATIONS, ACCOMPANIED BY ALL REQUIRED DOCUMENTS CAN BE PROCESSED. ALL OTHERS WILL BE RETURNED.

It is important that applications be typed or completed in BLACK INK.

If further assistance is required, please contact Central Registration at (416) 326-8800.

CHECKLIST

7. *Submit completed Notice of Employee Change forms for each employee who will be transferring to the sole proprietor along with their pocket certificates for re-issue. There is no fee for this as long as transfer occurs within 60 days of termination from last employer. If transferring after 60 days, complete Application for Employee Registration or Reinstatement form and submit \$100 fee for each collector.*

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