



Licensing Collection Agents/Direct Sellers/Vendors

Under parts VII, VIII and IX of the Consumer Protection Act, Collection Agents/Agencies, Vendors and Direct Sellers must be licenced and bonded prior to operating in Nunavut.

The following are procedures to be used to obtain a Collection Agency, Vendor or Direct Seller Licence:

1. Complete the application form;
2. forward an original penal bond in the amount of \$5,000.00. BE SURE to use the wording supplied on our form (attached);
3. remit the required fee; Cheque &/or Money Order made payable to Government of Nunavut or by credit card; VISA or MasterCard are accepted.
4. For Collection Agents; submit a list of your collectors and tracers, giving their full name, address and employment history for the previous ten years;
5. For Collection Agents; submit a list of your clients for whom you make collections in Nunavut;
6. provide a copy of your Certificate of Good Standing from Legal Registries in Iqaluit 1(867) 975-6590 or email Corporateregistries@gov.nu.ca (temporary: Corporate.Registrations@govnuca.onmicrosoft.com)
7. resident collection agents must provide a copy of their Certificate of Compliance from the Workers' Compensation Board (1-800-661-0792 or 867-920-3888);
8. obtain municipal licence where applicable
9. For Vendors; submit a list of direct sellers
10. List of Directors or Officers.

Fee Schedule

Fees payable for a vendor licence or renewal for one year or a part of one year shall be

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| (a) where no direct sellers will be appointed..... | \$ 60.00 |
| (b) where one to five direct sellers will be appointed..... | \$100.00 |
| (c) where more than five direct sellers will be appointed..... | \$120.00 |

The fee payable for a direct seller licence or

renewal for one year or a part of one year shall be.....\$ 30.00

Fees payable for a collection agency licence or renewal for one year or a part of one year shall be

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| (a) where the licence is issued to an individual..... | \$100.00 |
| (b) where the licence is issued to a partnership for each partner..... | \$100.00 |
| to a maximum..... | \$300.00 |
| (c) where the licence is issued to a corporation..... | \$300.00 |

Licences are issued on April 1 and expire March 31 of the following year. Fees for licences 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:

Consumer Affairs Section
 Community and Government Services
 Government of Nunavut
 3090 Qaiqtuq Building, 6th Street
 Box 440 Baker Lake, Nunavut X0C 0A0
 Telephone: (866) 889-8139 Telecopier: (867)7933321

NOTE: Please allow 3 to 6 weeks for processing.

Your licence will not be issued until all the information is complete and all forms are received at our office.

Failure to submit legible documents (email address) could result in

- (a) delay in your receipt of licence or (b) no licence issued.