



CERTIFICATION DEPARTMENT

**APPLICATION FOR ISSUANCE OF A LICENCE**  
**Real Estate Agency**  
**Legal Person and Partnership**

**IMPORTANT**

This form must be used to submit an application for the issuance of a real estate agency licence in the case of a legal person or partnership. The name under which the agency wishes to operate listed in Section I must meet certain criteria and comply with the regulations. You must then wait for your file to be fully approved by the OACIQ before registering the name under which you wish to operate with **Registraire des entreprises du Québec**.

A licence application is deemed received only once all information and documents required hereunder have been provided by the applicant and the application examination fee has been paid. After the analysis, you will have to pay the applicable fees for the related month. For more details, read this article on synbad.com.

**SECTION I – IDENTIFICATION**

**Name under which the agency wishes to operate:**

NAME OF LEGAL PERSON OR PARTNERSHIP

**Company name (if applicable, for a former OACIQ licence holder enter the same name as the one found in the "Company identification" section of the REQ):**

NAME OF AGENCY

**Address of main establishment:**

NUMBER

STREET

SUITE

MUNICIPALITY

PROVINCE

POSTAL CODE

AREA CODE

TELEPHONE NUMBER

AREA CODE

FAX NUMBER

**Electronic addresses:** \_\_\_\_\_

E-MAIL

WEBSITE (IF APPLICABLE)

**NAME OF THE EXECUTIVE OFFICER:**

**The following person will act as EXECUTIVE OFFICER of the agency:**

LAST NAME

FIRST NAME

**Agency executive officer's licence number:**

**SECTION II – FILE NUMBER**

If the legal person or partnership has ever been issued a licence by the OACIQ or a certificate by the ACAIQ, indicate the number of this licence or certificate:

**SECTION III – CORRESPONDENCE PREFERENCES**

Language of correspondence: French English

**Address of correspondence:** The OACIQ favors electronic communications to circulate information to candidates and licence holders (notably through e-mail, Brokers' Area and PRO@CTIVE). Printed correspondence will be mailed to your main establishment by default. If you prefer to use another address, please indicate it below. Note that you may change your preferred address of correspondence at any time by accessing **My record** on Brokers' Area or by contacting the Certification Department, whose contact information is indicated on this form.

Other

**Address:**

NUMBER	STREET	SUITE
MUNICIPALITY	PROVINCE	POSTAL CODE

**SECTION IV – APPOINTMENT OF SIGNING OFFICER**

I, the undersigned, \_\_\_\_\_, LICENCE NUMBER \_\_\_\_\_,  
NAME OF CURRENT AGENCY EXECUTIVE OFFICER  
executive officer of \_\_\_\_\_, LICENCE NUMBER \_\_\_\_\_,  
NAME OF AGENCY

authorize the following person(s) to sign any document pertaining to OACIQ Certification Department operations (licence issuance, transfer, cessation of activities, lifting of suspension, broker assignment and licence modification):

**Name of authorized person:**

\_\_\_\_\_

**X**

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

**Name of authorized person:**

\_\_\_\_\_

**X**

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

**Name of authorized person:**

\_\_\_\_\_

**X**

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED PERSON

Signed in \_\_\_\_\_ on \_\_\_\_\_  
MUNICIPALITY DAY MONTH YEAR

**X**

\_\_\_\_\_  
SIGNATURE OF CURRENT AGENCY EXECUTIVE OFFICER

## SECTION V – DECLARATIONS

You must provide the information and documents that are requested, unless you have already submitted them to the OACIQ. Where necessary, you may attach a sheet to complete your answers. Note that the agency executive officer is responsible for the answers in this section even though it was completed by another person.

Since the last licence issuance application or information update or if you have never disclosed the information before:

### DISCIPLINARY RECORD

1. Has the legal person or partnership ever been the holder of a certificate issued by the ACAIQ or of a licence issued by the OACIQ?  
Yes      No
2. If you answered yes to question 1, has this certificate or licence ever been revoked, suspended or made subject to restrictions or conditions by the Discipline Committee of the ACAIQ or the OACIQ?  
Yes      No      N/A
3. If you answered "Yes" to question 1, has the legal person or partnership been the subject of a claim or filed a notice of loss with the Fonds d'assurance responsabilité professionnelle du courtage immobilier du Québec (FARCIQ) regarding its professional liability?  
Yes      No      N/A
4. Is the legal person or partnership currently a member or has it ever been a member of a body in Québec, in Canada, in another Canadian province or territory, or in another State (international), responsible for overseeing and monitoring a regulated profession or activity, including real estate brokerage?

*For example (for information purposes only): a real estate brokerage regulatory body, a financial sector regulatory body, etc.*

Yes      No

*If yes, please provide the following information:*

- a) Name of body \_\_\_\_\_  
b) Country \_\_\_\_\_ c) Province/State \_\_\_\_\_ d) Member number \_\_\_\_\_

5. If you answered "Yes" to question 1, has:
  - a) This licence, certificate or permit ever been revoked, suspended or made subject to restrictions or conditions by this body?  
Yes      No      N/A
  - b) Regardless of the time that has elapsed since the conviction, has the legal person or partnership ever pleaded guilty to, or been found guilty by this body or by a court, in Canada or elsewhere, of an ethical violation? **You are required to declare any guilty plea or decision, regardless of its nature or relation (perceived or not) to the real estate brokerage field, including those currently under appeal or awaiting sentencing by you or a legal person or partnership.**  
Yes      No      N/A
  - c) Regardless of the time that has elapsed since the measure, has the legal person or partnership ever been subject to other measures by this body for non-compliance with laws, regulations, orders, or judgments?

*For example (for information purposes only): an administrative monetary penalty, a warning, a reprimand, etc.*

Yes      No      N/A

If you answered "Yes" to any of sub-questions 5a), 5b) or 5c), please complete and send the **Form – Disciplinary record**, available on the OACIQ website, along with the required documents, if any.

## SECTION V – DECLARATIONS (continued)

### HISTORY OF BANKRUPTCY AND ASSIGNMENT OF PROPERTY

6. Has the legal person or partnership ever declared bankruptcy, made an assignment of property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*?

Yes No

If so, please complete and send the **Form to be completed in case of bankruptcy**, available on the OACIQ website, along with the required documents, if any.

### CRIMINAL RECORD

**You are required to declare any current criminal charges, any guilty plea or decision, regardless of its nature or relation (perceived or not) to the real estate brokerage field, including those currently under appeal or awaiting sentencing by the legal person and partnership, and those for which the legal person and partnership received a record suspension (formerly called “pardon”).**

7. a) Regardless of the time that has elapsed since your conviction, has the legal person or partnership ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a criminal offence or act?

Yes No

b) Is the legal person or partnership currently facing criminal charges?

Yes No

If you answered .Yes” to any of sub-questions 7a) or 7b), please complete and send the **Form – Criminal and penal record**, available on the OACIQ website, along with the required documents, if any.

### PENAL RECORD

**You are required to declare any current penal charges, any guilty plea or decision, regardless of its nature or relation (perceived or not) to the real estate brokerage field, including those currently under appeal or awaiting sentencing by the legal person or partnership.**

8. a) Regardless of the time that has elapsed since the conviction, except for a violation to the *Highway Safety Code* and municipal by-laws, has the legal person or partnership ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a penal offence pursuant to a provincial or a federal law or any other applicable legislation?

Yes No

b) Is the legal person or partnership currently facing penal charges

Yes No

If you answered “Yes” to any of sub-questions 8a) or 8b), please complete and send the **Form – Criminal and penal record**, available on the OACIQ website, along with the required documents, if any.

### OTHER RECORD

9. In the past five years, has the legal person or partnership been the subject of a court judgment in a tax-related matter?

*For example (for information purposes only): a civil judgment rendered by a court following a dispute between the legal person or partnership and the tax authorities (Revenu Québec or the Canada Revenue Agency), such as the dismissal of an action, the confirmation or determination of a tax assessment, an order for damages, or the authorization of a legal hypothec, a seizure, etc.*

Yes No

If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.

---

## SECTION V – DECLARATIONS (continued)

---

10. Has the legal person or partnership ever been the subject of a decision or a sanction issued by an administrative tribunal or a provincial or federal government body? Note: You are required to disclose any decision or sanction, regardless of its nature or relation (perceived or not) to the real estate brokerage field.

**Examples of administrative tribunals (for information purposes only):** the Régie du bâtiment du Québec, the Commission de la protection du territoire agricole, the Commission des transports, the Commission municipale, the Tribunal administratif du Québec, the Tribunal administratif du logement, the Tribunal administratif des marchés financiers, etc.

**Examples of provincial and federal government bodies (for information purposes only):** Revenu Québec, Canada Revenue Agency, Autorité des marchés publics, Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), Commission de la construction du Québec, Canadian Radio-television and Telecommunications Commission (CRTC), Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), etc.

**Examples of sanctions (for information purposes only):** a fine, an administrative monetary penalty, a seizure, legal hypothec, etc.

Yes      No

If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.

11. Is the agency franchised?

Yes      No

12. If you answered yes to question 12, did you obtain the franchisor's authorization to use his name and logo?

Yes      No      N/A

13. How many brokers do you intend to employ within the agency?

Number of brokers: \_\_\_\_\_

---

## SECTION VI – FORMER AGENCY WHOSE LICENCE HAS BEEN REVOKED FOR LESS THAN 12 MONTHS

---

If you are a former OACIQ agency licence holder and your licence has been revoked following, for example, the No-payment of the annual licence maintenance fees, please answer the following questions:

- a) Have there been any changes in the name, status or corporate structure of your legal person or partnership (e.g. merger, reincorporation, etc.) of which the Certification Department has not been notified?

Yes      No

Please provide a statement showing up-to-date information as published in the **Registraire des entreprises (REQ)**.

- b) Did you have any brokerage contracts in progress when your agency licence was revoked?

Yes      No

*If you answered yes:*

Do you certify that you and your brokers have immediately notified in writing the parties represented by you or one of your brokers that you were no longer authorized to act on your respective behalf and that your brokerage contracts were terminated automatically due to the cessation of agency activities? Read **this article** for more details.

Yes      No

*Sending notices to your clients is a mandatory condition for the issuance of your licence.*

---

**SECTION VI – FORMER AGENCY WHOSE LICENCE HAS BEEN REVOKED FOR LESS THAN 12 MONTHS (continued)**

---

c) Have you, your agency or one of your suspended brokers, due to the cessation of the agency's activities, carried out real estate brokerage activities during the agency licence revocation period? Read **this article** for more details.

Yes      No

*Names of brokers who carried out brokerage activities during the agency licence revocation period (add a page as an annex if necessary):*

_____	_____
NAME	LICENCE NUMBER
_____	_____
NAME	LICENCE NUMBER
_____	_____
NAME	LICENCE NUMBER

---

**SECTION VII – AUTHORIZATION TO DISCLOSE (OPTIONAL)**

---

**COMMERCIAL OR PHILANTHROPIC PROSPECTION**

I authorize the OACIQ to disclose the following information to companies or individuals who will use it for commercial or philanthropic prospection purposes: my name and, if applicable, my common name; my licence number; the fact that I hold a real estate broker's licence; the titles I may use; the corporate name or assumed name of the agency on whose behalf I will carry out my activities; the address and phone number of my establishment; and my email address.

**REGISTER OF LICENCE HOLDERS**

I authorize the OACIQ to publish my email and website addresses in the Register of licence holders.

You may at any time withdraw (or give) your consent to disclose information for commercial or philanthropic prospection purposes or to publish your email/website address in the Register of licence holders. To do so, go to **My record** on synbad.com or contact the Certification Department whose contact information is indicated on this form.

## SECTION VIII – CONSENT, DECLARATION AND SIGNATURE

### **! CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

The OACIQ protects the privacy of information it collects in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This information is necessary and it will be used for the following purposes:

- Verification of your identity.
- Processing of your application for OACIQ licence issuance to ensure that your application meets the conditions set forth in the regulations.
- Payment of your licence issuance application fee.
- Criminal record check.
- Keeping of the OACIQ Register of licence holders.

Where applicable, your personal information may be used to oversee your practice by OACIQ staff members or committee members whose duties so require.

To verify your background record, the OACIQ may disclose your personal information to companies specialized in background checks.

The payment information collected via this form is destroyed once the processing of your application is completed.

In some cases prescribed by law, your personal information may be used for purposes other than those described above or disclosed to third parties without your consent.

#### **Right of access and correction**

Subject to certain reservations, the law authorizes you to access your personal information. You may request corrections to your personal information held by the OACIQ if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by law.

#### **Consequences of refusal**

This collection of your personal information is necessary to process your application. In the event that you withdraw your consent to the collection, use or disclosure of your personal information, the OACIQ will not be able to receive or process your application.

#### **Consent**

**I CONFIRM** that I have read and understood the information regarding the collection, use and disclosure of my personal information.

**I consent to the collection, use and disclosure of my personal information.**

**I DECLARE** that all the information contained in this form is accurate and I understand that any misrepresentation will result in the revocation of my licence. I authorize third parties to disclose to the OACIQ, and to any person it may mandate, personal information regarding my criminal record. **I undertake to notify the OACIQ immediately of any change to this information.**

**X**

SIGNATURE

Date : 

DAY	MONTH	YEAR		

**Please sign the form AFTER  
completing ALL the sections.**

