



CERTIFICATION DEPARTMENT
FORM – DISCIPLINARY RECORD
 Sections 37 and 38 of the *Real Estate Brokerage Act*

IMPORTANT

This form must be completed when a person or company has made a declaration to the OACIQ to the effect that:

- a) they have already had their permit, certificate, licence revoked, suspended or made subject to restrictions or conditions by 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; **or**
- b) they have pleaded guilty to, or been found guilty by this body or by a court, in Canada or elsewhere, of an **ethical offence**. This person has an obligation to disclose 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 person; **or**
- c) they have been subject to **other measures** by 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 non-compliance with laws, regulations, orders, or judgments. For example (for information purposes only): an administrative monetary penalty, a warning, a reprimand, etc.

These declarations may be subject to review and analysis by the Licence Issue and Maintenance Committee (the “Committee”). The measures that the Committee may be justified in imposing, depending on circumstances, are to refuse to issue a licence to an applicant, or to issue it with restrictions or conditions. The Committee may also take measures against a licence holder, including suspending or revoking a licence, or making it subject to restrictions or conditions.

Please complete this form for each of your offences and provide the required documents:

- decision on guilt and sanction; or
- judgment; or
- the decision to impose other measures for non-compliance with laws, regulations, orders or judgments, such as an administrative monetary penalty, a warning, a reprimand, etc.

If you no longer have the documents in your possession, please contact the body that imposed the measure or the clerk’s office of the court where the case was heard; for any document that has been destroyed or is no longer available, please provide a written statement to that effect from the body or the clerk’s office of the court where the case was heard.

You must provide all the documents and information requested, unless they are already in the OACIQ’s possession. If you fail to do so, your application will not be processed, or, as applicable, your licence will be suspended following an update of your information. If necessary, you can attach a sheet to complete your answers. Please note that you are responsible for the answers contained in this declaration, even if it is completed by another person. Any misrepresentation will result in the revocation of your licence.

IT IS IMPORTANT TO COMPLETE THE FORM LEGIBLY. In the event that your file is submitted to the Licence Issue and Maintenance Committee, the Committee will review all documentation, including the answers provided on this form, which constitute comments.

Be advised that you will be informed of the date on which your file will be reviewed by the Licence Issue and Maintenance Committee and that you will be given the opportunity to submit your comments. You may forward any additional documents you deem relevant to complete your file.

SECTION I – IDENTIFICATION

Mr.	Mrs.	File or licence number:	<input type="text"/>
Name:			
<input type="text"/>		<input type="text"/>	
LAST NAME	FIRST NAME		
Address:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
NUMBER	STREET	APARTMENT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MUNICIPALITY	PROVINCE		POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AREA CODE	HOME PHONE NUMBER	AREA CODE	CELLPHONE NUMBER
Electronic addresses:			
<input type="text"/>		<input type="text"/>	
E-MAIL		WEBSITE (IF APPLICABLE)	

Legal person or partnership	File or licence number:	<input type="text"/>	
Name :			
<input type="text"/>			
Address:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
NUMBER	STREET	APARTMENT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
MUNICIPALITY	PROVINCE	POSTAL CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
AREA CODE	HOME PHONE NUMBER	AREA CODE	CELLPHONE NUMBER
Electronic addresses:			
<input type="text"/>		<input type="text"/>	
E-MAIL		WEBSITE (IF APPLICABLE)	

SECTION II – DECLARATIONS

1. Details of the ethical offence or the measure applied to your licence or certificate by 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:

File or court number, if applicable:

Date of the offence:

DAY MONTH YEAR

Measures applied:

Province or country:

2. Describe the causes, circumstances, and location of the offence or the measure that was applied:

SECTION II – DECLARATIONS (continued)

3. If applicable, has the sanction or measure been fully served?

Yes No N/A

4. If applicable, have the sums or fines imposed been fully paid?

Yes No N/A

5. If applicable, have the conditions or restrictions imposed been respected?

Yes No N/A

6. In your opinion, is there a link with this offence or measure and real estate brokerage activities?

Yes No *If not, explain why there is no link between this offence or measure and real estate brokerage activities.*

7. Explain why public safety would not be compromised by this situation if you or the legal person or partnership had to engage in real estate brokerage activities.

8. Since the commission of this offence or since the imposition of any other measure, have you taken any steps to rehabilitate yourself?

Yes No *If yes, which ones? If not, why?*

9. Were you performing your work at the time of the offence or the imposition of other measures?

Yes No

10. Have you or the legal person or partnership been holding a certificate issued by the ACAIQ or a licence issued by the OACIQ at the time of the offence or conviction or when other measures were imposed?

Yes No

11. If you or the legal person or partnership already hold of a licence issued by the OACIQ, section 10 of the *Regulation respecting broker's and agency licences* stipulates that you must immediately send the OACIQ any change to information or documents required under the *Real Estate Brokerage Act* or this regulation. If the conviction or any other imposed measure dates more than a few days, why did you not inform the OACIQ?

SECTION III – CONSENT, DECLARATION AND SIGNATURE

I 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 personal information is necessary; it is required by the *Real Estate Brokerage Act* (CQLR, c. C-73.2) and its regulations for the issuance of OACIQ licences. This information will be used for the following purposes:

- Verification of your identity.
- Processing of your application for OACIQ licence issuance or maintenance to ensure that your application meets the conditions set forth in the regulations.
- 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 check your criminal record, the OACIQ may disclose your personal information to private companies specialized in background checks.

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 OACIQ licence issuance 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 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.**

Organisme d'autorégulation du courtage immobilier du Québec

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