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## SECTION II – FILE NUMBER

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If you have ever been issued a licence by the OACIQ or a certificate by the ACAIQ, indicate the number of this licence

or certificate:

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## SECTION III – CORRESPONDENCE PREFERENCES

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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 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 using the contact information below.

Home address      Other

**Address:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER	STREET	APT. / SUITE / PREMISES
<input type="text"/>	<input type="text"/>	<input type="text"/>
MUNICIPALITY	PROVINCE	POSTAL CODE

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## SECTION IV – DECLARATIONS

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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. Any false declaration will result in the revocation of your licence. Note that you are responsible for the answers in this section even though it was completed by another person.

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

### DISCIPLINARY RECORD

1. Are you or have you 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, a professional order, etc.*

Yes      No

*If yes, please provide the following information:*

a) Name of body \_\_\_\_\_

b) Country \_\_\_\_\_ c) Province/State \_\_\_\_\_ d) Member Number \_\_\_\_\_

2. If you answered "Yes" to question 1, has:

- a) Your 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, have you 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.*

Yes      No      N/A

## SECTION IV – DECLARATIONS (continued)

c) Regardless of the time that has elapsed since the measure was taken, have you 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 2a), 2b) or 2c), please complete and send the **Form – Disciplinary record**, available on the OACIQ website, along with the required documents, if any.

## HISTORY OF BANKRUPTCY AND ASSIGNMENT OF PROPERTY

3. a) Have you ever declared bankruptcy, i.e. have you ever made an assignment of property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*? If this condition has already been reported in previous years, please answer No, otherwise you must answer Yes.

Yes No

b) Has any legal person or partnership under your control ever declared bankruptcy, made an assignment of property, or is it, or has it ever been, placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*? If this condition has already been reported in previous years, please answer “No”, otherwise you must answer “Yes”.

Yes No

*Examples of a legal person under your control:*

- A legal person in which you hold the majority of shares or voting rights
- A legal person in which you can elect the majority of directors
- A legal person in which you are acting as a director or executive officer

If you answered “Yes” to any of sub-questions 3a) or 3b), 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 you or a legal person or partnership under your control, and those for which you received a (conditional or unconditional) discharge or a record suspension (formerly called “pardon”).

*Examples of a legal person under your control:*

- A legal person in which you hold the majority of shares or voting rights
- A legal person in which you can elect the majority of directors
- A legal person in which you are acting as a director or executive officer

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

Yes No

b) Are you, or a legal person or partnership under your control, currently facing criminal charges?

Yes No

If you answered “Yes” to any of sub-questions 4a) or 4b), please complete and send the **Form – Criminal and penal record**, available on the OACIQ website, along with the required documents, if any

## SECTION IV – DECLARATIONS (continued)

### 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 you or a legal person or partnership under your control.

*Examples of a legal person under your control:*

- A legal person in which you hold the majority of shares or voting rights
  - A legal person in which you can elect the majority of directors
  - A legal person in which you are acting as a director or executive officer
5. a) Regardless of the time that has elapsed since your conviction, except for a violation to the *Highway Safety Code* and municipal by-laws, have you or any legal person or partnership under your control 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) Are you, or a legal person or partnership under your control, currently facing penal charges?
- Yes      No

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

### OTHER RECORD

6. In the past five years, apart from any family-related matters, have you ever been ordered to pay more than \$15,000 in a civil proceeding?
- For example (for information purposes only): with the exception of any family-related matters, any civil judgment rendered by a court following a dispute in which you were involved and which orders you to pay an amount exceeding \$15,000, such as a contractual dispute, a civil liability claim, an employment-related dispute, 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.
7. In the past five years, have you 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 with 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, and so forth.*
- Yes      No
- If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.
8. Have you 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 provincial 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.*

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**SECTION IV – DECLARATIONS (continued)**

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**Examples of 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.

9. Have you ever been declared unfit or in loss of autonomy and, by a court decision, placed under guardianship or a protection mandate homologated for you?

Yes      No

*If yes, please provide the following documents:*

- a) *Originating application;*
- b) *Judgement;*
- c) *Expert report.*

10. What is the agency's intended main area of practice?

Residential      Commercial

11. Is the agency franchised?

Yes      No

12. If you answered yes to question 11, 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 – 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	YEARS							

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

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## SECTION VII - AUTHORIZATION TO DISCLOSE (OPTIONAL)

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### 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](http://synbad.com) or contact the Certification Department whose contact information is indicated on this form.

**SECTION VIII – PAYMENT OF FEES**

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website.

AMOUNT DUE (including taxes): \$      ,

File or licence number:          
(IF APPLICABLE)

**METHOD OF PAYMENT**

CREDIT CARD or CHEQUE OR MONEY ORDER (to the order of OACIQ)

Visa

MasterCard



-      -      -

CARD NUMBER

EXPIRATION (MM/YY)

CVV/CVC

The CVV/CVC is a three-digit code located on the back of your credit card.

Name of cardholder (if different from applicant)

**X**

CARDHOLDER'S SIGNATURE

**PLEASE SEND YOUR PAYMENT AND DOCUMENTS TO**  
the Certification Department by email at [CERTIFICATION@OACIQ.COM](mailto:CERTIFICATION@OACIQ.COM),  
by mail or by fax to any of the contact information  
indicated below.

**Organisme d'autoréglementation du courtage immobilier du Québec**  
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