



CERTIFICATION DEPARTMENT
REQUEST FOR CHANGE OF NAME
Real Estate Agency

IMPORTANT

Before submitting your application, you must request approval of the name chosen for your agency from the Certification Department at certification@oaciq.com, making sure to include your name, licence number, and the name you would like to use for your agency. This step is required to ensure the compliance of the chosen name. Read [this article](#) for more details.

A request for change of name is not considered complete until the name submitted by the applicant has been approved by the OACIQ, all the information and documentation required regarding this request have been provided, and the request is accompanied by payment of the applicable fees.

SECTION I – IDENTIFICATION

Agency's licence number:

Name of the agency:

NAME OF THE 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)

AGENCY EXECUTIVE OFFICER

Mr.

Mrs.

Licence number:

Name of the agency executive officer:

SURNAME

FIRST NAME

SECTION II – CHANGE OF NAME

New name of the agency:

NEW NAME OF THE AGENCY

Desired effective date:

DAY

MONTH

YEAR

(Note that the change of name will be effective once the OACIQ's Register of licence holders has been updated.)

1. WHICH NAME IS AFFECTED BY THIS CHANGE?

Check one of the following two options:

Company name (enter the same name as the one found in the "Company identification" section of the REQ):

NAME OF LEGAL PERSON OR PARTNERSHIP

Name under which the agency will operate - assumed name:

(enter the same name as the one found in the "Other names used in Québec" section of the REQ):

NAME OF AGENCY

SECTION II – CHANGE OF NAME (continued)

2. IS THIS NAME PART OF A FRANCHISE NETWORK?

Yes No

3. CHECK THE BOX CORRESPONDING TO THE TYPE OF ORGANIZATION:

Real estate agency – natural person

Real estate agency – legal person

Real estate agency – company

4. APART FROM THE NAME, HAVE ANY OTHER CHANGES BEEN MADE TO THE AGENCY?

Yes No

If so, which ones?

SECTION III – DOCUMENT TO BE PROVIDED

*(You must provide the following document, unless you have already submitted it to the OACIQ.)***PROOF OF CHANGE OF NAME**

A statement showing up-to-date information as published in the Register of sole proprietorships, partnerships and legal persons concerning the legal person or partnership (Quebec Enterprise Register).

Where applicable, the franchiser's written authorization..

SECTION IV – 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 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 to change the real estate agency's name to ensure that it meets the conditions set forth in the regulations.
- Payment of your application fee.
- 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.

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 undertake to notify the OACIQ immediately of any change to this information.**

Check the box corresponding to your position within the agency:

Agency executive officer Majority shareholder President of the legal person

X

SIGNATURE

Date :

DAY	MONTH	YEAR							

Please sign the form AFTER completing ALL the sections.

SECTION V – PAYMENT OF FEES

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at synbad.com/fees.

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,
by mail or by fax to any of the contact information
indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

4905 Lapinière Blvd., Suite 2200, Brossard (Québec) J4Z 0G2

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