



## APPLICATION FOR ISSUANCE OF A LICENCE Real Estate Agency – Natural person

### IMPORTANT

This form must be used to submit an application for the issuance of a real estate agency licence in the case of a natural person. If the agency wishes to operate under a name other than the one shown on your licence (first name and last name), the name 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

Mr. Mrs.

Licence number:

#### Name at birth:

LAST NAME FIRST NAME

**Other names** (If you want your licence to also show a name other than your birth name)

#### Usual name:

LAST NAME FIRST NAME

*Note: You must provide a sworn statement to the effect that this usual name is the one you are known by in your professional and social life or any other supporting document to the Organization's satisfaction.*

**Husband's name** (If you are a woman married before April 2, 1981, you may use your husband's name or continue to use this name even if you were divorced or widowed after this date.)

LAST NAME FIRST NAME

*Note: You must provide a copy of a document stating the name of your husband and the date of your marriage, such as your marriage licence, marriage certificate or marriage contract.*

#### Name under which the agency intends to do business:

#### 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)

---

## SECTION II – FILE NUMBER

---

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:

---

## 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, synbad.com 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 synbad.com 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

---

## SECTION IV – 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. 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:**

1. Are you or have you been registered with a body, in another province or State (international), responsible for overseeing and monitoring real estate brokerage?

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 your licence, certificate or permit ever been revoked, suspended or made subject to restrictions or conditions by this body?

Yes    No    N/A

*If yes, please complete and send us the **Form to be completed in case of conviction - Ethical Offence**, available on the OACIQ's website, along with the following documents: the decision on guilt and sanction or judgement.*

3. 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

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

---

## SECTION IV – DECLARATIONS (continued)

---

You must mention any conviction or guilty plea (including those for which you are appealing or awaiting a sentence), those for which you received a discharge (whether conditional or unconditional) or a record suspension (formerly called “pardon”).

4. Regardless of the time period elapsed since your conviction, have you ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a criminal offence? (Note that you are required to declare any conviction or guilty plea regardless of its nature or relation (perceived or not) to the real estate brokerage field, including those for which you are appealing or awaiting a sentence).

Yes      No

*If yes, please complete and send us the **Form to be completed in case of conviction – Penal offence and criminal act**, available on the OACIQ’s website, along with the following documents:*

- a) Information (Indictment);*
- b) Record of proceedings of guilt and sentence;*
- c) Written judgement or, if it is not available, audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years;*
- d) Pre-sentencing report;*
- e) Probation order, if applicable;*
- f) Record suspension application, if applicable;*
- g) Decision refusing criminal record suspension, if applicable.*

5. **Except for** a violation to the *Highway Safety Code* and municipal by-laws, have you pleaded guilty to, or 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

*If yes, please complete and send us the **Form to be completed in case of conviction – Penal offence and criminal act**, available on the OACIQ’s website.*

6. Are you or have you ever been a member of an order, body, corporation or professional association from sectors other than real estate brokerage?

Yes      No

7. Have you been the subject of a claim with the Indemnity Fund of this order, body, corporation or professional association?

Yes      No      N/A

8. Have you ever pleaded guilty to, or been found guilty of an ethical offence?

Yes      No      N/A

*If yes, please complete and send us the **Form to be completed in case of conviction – Ethical Offence**, available on the OACIQ’s website, along with any available document.*

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.*



## 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.**

---

## 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](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**  
4905 Lapinière Blvd., Suite 2200, Brossard (Québec) J4Z 0G2  
Tel.: 450-462-9800 or 1-800-440-7170 • [certification@oaciq.com](mailto:certification@oaciq.com) • [oaciq.com](http://oaciq.com)