

Brokerage Amendments



Your Shareholders, Directors and Officers are listed here on the Brokerage Structure page within the My Brokerage tab. Report a brokerage structure amendment (change in ownership type or percentage, change in directors, officers or shareholders with the brokerage) by clicking [Report a Structure Amendment](#).

The screenshot shows the RECA website interface. At the top, there is a navigation bar with tabs for 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The 'My Brokerage' tab is selected and highlighted with a red arrow. Below this, there is a sidebar menu on the left with various options, including 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'. The 'Brokerage Structure' menu item is highlighted with a red arrow. The main content area is titled 'Real Estate' and 'Brokerage Structure Information'. It contains three sections: 'Shareholders', 'Directors', and 'Officers'. Each of the first two sections shows 'No Records Found'. The 'Officers' section displays a table with two columns: 'Full Name' and 'Contact Information'. The table contains one entry: Jane Director with contact information 403-555-5555. A blue button labeled 'Report a Structure Amendment' is located in the top right of the main content area, highlighted with a red arrow. At the bottom of the page, there is a footer with links for 'Terms of Use', 'Privacy', 'Contact Us', 'Industry Professional Tools', 'The Regulator', and 'Case Summaries'. On the right side of the footer, there are social media icons for RECA Blog, Twitter, YouTube, and Facebook.

Read all instructions carefully.



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- ▶ Message Centre
- ▶ My People
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- ▶ Accounting Reports
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- Payment Cart
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Brokerage Amendment

If there is a change to the brokerage corporation's officers, directors or shareholders, RECA requires:

- a completed Corporate Structure Amendment Application (which you submit through this process)
- a letter summarizing the changes
- a completed [Corporate Summary](#)

If the broker does not have (or no longer has) controlling interest (greater than 50%) in the ownership of the brokerage, a Continuing Guarantee and a Broker Management Agreement giving the broker authority to carry out the duties and responsibilities of a broker must be provided to RECA (a sample Continuing Guarantee and sample Broker Management Agreement that is industry-specific can be found on RECA's website on the All Forms page)

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Pages - Request Licence - x

https://secure.myreca.ca/myBrokerage/Pages/CorpStructureChange.aspx?brokerageID=ACC-00002165

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My Account Education Licen

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Brokerage Amendment

Corporate Structure Amendment

Please answer the following:

Is your corporation active with Alberta's Corporate Registry?

Yes No

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You must answer Yes to this question. If you are a corporation and are not active with Alberta's Corporate Registry and do not have an active Registry number, you must cease your brokerage immediately.



Pages - Request Licence - x

https://secure.myreca.ca/myBrokerage/Pages/CorpStructureChange.aspx?brokerageID=ACC-00002165

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Brokerage Amendment

Corporate Structure Amendment

Please select the applicable amendments and press **Next**. If your brokerage is a Partnership and partnership information is changing, please contact RECA at info@reca.ca.

Changes to Officer(s)?

- Not applicable
- Add People
- Remove People

Changes to Director(s)?

- Not applicable
- Add People
- Remove People

Changes to Shareholder(s)?

- Not applicable
- Add People
- Remove People

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Indicate what sort of amendment you're making to the corporate structure. If you are a partnership, do not continue with the amendment. Contact RECA.

Pages - Request Licence x

https://secure.myreca.ca/myBrokerage/Pages/CorpStructureChange.aspx?brokerageID=ACC-00002165

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My Account Education Licensing My Brokerage

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Brokerage Amendment

Corporate Structure Amendment

What is the broker's ownership percentage as a result of this amendment?

Select the level of broker ownership:

- The broker owns 100% of the brokerage
- The broker owns greater than 50% of the brokerage
- The broker owns 50% or less of the brokerage

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Indicate if the structure change affects the level of broker ownership.

Pages - My Applications x

https://secure.myreca.ca/myAccount/Pages/Applications.aspx?display=page

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- Message Centre
- My Applications**
- Payment History
- Account Settings

When you pay the fee and submit the structure change, you can find it under My Account and My Applications. Corporate structure amendments require supporting documents. Upload them by clicking Complete. When your amendments are reviewed by RECA, the Status changes to Approved and your amendments will be reflected on the Brokerage Structure page.

Real Estate	Structure Amendment	Waiting for Details	Applicant	5-Jun-15	Cancel Complete View
N/A	Licence History Request	Submitted	RECA	5-Jun-15	View
Real Estate	New Brokerage - Licensing Fees	Approved	RECA	5-Jun-15	View
Real Estate	New Brokerage Application - Review	Approved	RECA	5-Jun-15	View
Real Estate	Licence Mobility	Approved	RECA	5-Jun-15	View

Apply for:

- [Licence Mobility](#)
- [Education Eligibility](#)

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