



# BROKERAGE LICENCE SUITABILITY QUESTIONS FOR NON-BROKER OWNED BROKERAGES

2019/2020

202, 1506 – 11 Avenue SW, Calgary, AB T3C 0M9  
Phone: (403) 228-2954 or 1-888-425-2754  
Fax: (403) 228-3065 Web: www.reca.ca

Use this form when the broker does not own or have a controlling interest (greater than 50%) in the ownership of the brokerage. A partner, or officer or director of the brokerage, other than the broker, must complete this form.

## A. BROKERAGE INFORMATION

Brokerage Name

## B. INFORMATION RESPECTING SUITABILITY

These questions apply to all partners or all officers, directors, and shareholders of the brokerage. Please read the questions carefully and answer them accurately and truthfully.

For the purposes of these questions, 'YOU' refers to all partners, or all officers, directors and shareholders of the brokerage, and to any non-publicly-traded corporation(s) for which they are or were an officer, director or shareholder, and to any partnership(s) in which they are or were a partner.

If you are unsure how to answer a question, contact RECA.

- a) Have you ever been refused a licence, registration or authorization of any kind by any regulatory body of any kind (other than RECA) in any jurisdiction?  Yes  No
- b) Have you ever withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind (other than RECA) in any jurisdiction?  Yes  No
- c) Have you ever been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind (other than RECA) in any jurisdiction?  Yes  No
- d) Are you the subject of an investigation or any kind of review by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction?  Yes  No
- e) Have you ever been or are you now the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services?  Yes  No
- f) Are you the defendant in any active civil proceedings where the statement of claim alleges misrepresentation, theft, fraud or breach of trust or where the civil proceeding is in relation to the provision of products or services?  Yes  No

- g) Have you ever been or are the subject of any bankruptcy, insolvency or receivership proceedings?  Yes  No
- h) Have you ever been or are you now the subject of a criminal investigation or criminal proceedings, or have been charged with a criminal offence, or have participated in the Alternative Measures Program, or have been found guilty or convicted of any offence under any law of any jurisdiction, excluding provincial or municipal highway offences?  Yes  No

### C. REQUIREMENTS FOR POSITIVE SUITABILITY RESPONSE(S)

If any of the questions in Section B above are answered 'YES', the concerned party(ies) must provide a sworn statement fully detailing the event(s) to RECA along with this form. They must also forward copies of all relevant documentation to RECA unless previously provided. The executive director may require further information be submitted within a specified time and may require verification by affidavit or otherwise of any information submitted then or previously.

### D. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize RECA to verify any information pursuant to this form from any source. I acknowledge that I am responsible for any costs incurred for such verification. I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes under the Act and in accordance with the *Personal Information Protection Act*.

### E. BROKERAGE OWNERSHIP REPRESENTATIVE DECLARATION

I have read and understand all questions and statements contained in this form. I have taken all the necessary steps to ensure the information and answers I provided above are accurate. The information and answers I provided are true and complete. I make this declaration conscientiously knowing it is of the same force and effect as if I made it under oath. I acknowledge if I provide false information to the executive director, the executive director may refuse, suspend, or cancel the brokerage licence.

Name of partner, officer or director who completed this form	Contact Information
Position with the brokerage <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Director	
Signature	Date

### F. BROKER DECLARATION

I have reviewed the information the brokerage ownership representative provided above.

Broker Signature	Date
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