



This form must be completed before the broker processes the broker/brokerage licence renewal application online in myRECA

## A. BROKERAGE INFORMATION

Brokerage Name

## B. INFORMATION RESPECTING SUITABILITY

These questions apply to events that have not already been reported to the registrar.

These questions also apply to:

- If the brokerage licence applicant is a **corporation**:
- the corporation, and
  - all officers, directors, and shareholders of the corporation and any non-publicly-traded corporation(s) for which the person is or was an officer, director, or shareholder, and
  - any partnership(s) in which the person is or was a partner

OR

- If the brokerage licence applicant is a **partnership**:
- the partnership, and
  - all partners of the partnership, and any non-publicly-traded corporation(s) for which the person is or was an officer, director, or shareholder, and
  - any partnership(s) in which the person is or was a partner

If you are unsure how to respond to any of these questions, contact RECA at [info@reca.ca](mailto:info@reca.ca)

- a) Have you 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- b) Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind (other than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 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) Have you been or are you the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services?  Yes  No
- e) Have you been or are you the subject of any bankruptcy, insolvency or receivership proceedings?  Yes  No

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

### C. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION

The registrar may require an individual to supply further information within a time prescribed by the registrar.

### D. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize RECA to verify any information pursuant to this form from any source. I acknowledge that I may be 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. DECLARATION

I have read and I understand all questions and statements contained in this form. The information and answers I provided are accurate, true, and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath. I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension, or cancellation of the brokerage licence and is conduct deserving of sanction.

Name of official who completed this form	Contact Information
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Position with the brokerage

Partner      Officer      Director

Signature	Date
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### F. BROKER DECLARATION

I confirm I have not yet completed the broker/brokerage licence renewal application on myRECA.

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

I confirm a *Broker Management Agreement* remains in place with the brokerage that enables me to fulfill my responsibilities as broker.

I will keep a copy of this completed form on file in my brokerage records.

Broker Signature	Date
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