

## Procedures for Licensing Collection Agents

Under Parts VII and IX of the *Consumer Protection Act*, collection agents/agencies must be licensed and bonded prior to operating in the Northwest Territories.

The following are procedures to be used to obtain a Collection Agent Licence:

1. complete the application form;
2. Forward an original Surety Bond in the amount of \$5,000.00. BE SURE to use the wording supplied on our form (attached);
3. submit the required fee;
4. submit a list of your collectors and tracers, giving their full name, address and employment history for the previous ten years;
5. submit a list of your clients for whom you make collections in the NWT;
6. provide a copy of your Certificate of Good Standing from Legal Registries in Yellowknife (867)-873-7492;
7. resident collection agents must provide a copy of their Letter of Compliance from the Workers' Compensation Board (1-800-661-0792 or 867-920-3888); and
8. Obtain municipal licensing where required.

### Fee Schedule

Individual licence:	\$100.00
Partnership licence	\$100.00 per partner to a maximum of \$300.00
Corporation licence	\$300.00

Licences are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal.

If you have any questions please feel free to contact this office.

Consumer Services, Corporate Affairs  
Department of Municipal & Community Affairs  
Government of the Northwest Territories  
600, 5201 – 50<sup>th</sup> Ave., Northwest Tower  
YELLOWKNIFE NT X1A 3S9

Phone: (867) 873-7672  
Fax: (867) 873-0609

**Please allow 2 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete and all forms are received at our office.**