

Procedures for Licensing Vendors

Under Parts VII and IX of the *Consumer Protection Act*, vendors must be licensed and bonded prior to operating in the Northwest Territories. Territorial legislation requires vendors with sales greater than \$50.00 to be licenced in the NWT.

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

1. complete the application form;
2. have your bonding company complete the Penal Bond in the amount of \$5,000.00. BE SURE to use the wording supplied on our form (attached);
3. submit the required fee (listed below);
4. submit a list of direct sellers who will be working in the NWT;
5. provide a copy of your Certificate of Good Standing from Legal Registries in Yellowknife (867)-873-7492;
6. provide a copy of your Letter of Compliance from the Workers' Compensation Board (1-800-661-0792 or 867-920-3888); and
7. Obtain municipal licensing where required.

Fee Schedule

0 direct sellers:	\$60.00
1-5 direct sellers:	\$100.00
more than 5 direct sellers	\$120.00

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 – 50th 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.