



GOVERNMENT OF
NEWFOUNDLAND AND LABRADOR
Service NL

**LICENCING PROCEDURE
CONSUMER REPORTING AGENCY LICENCE
CONSUMER PROTECTION & BUSINESS
PROTECTION ACT**

A **CONSUMER REPORTING AGENCY** is a person who is engaged in providing consumer reports to another person whether for remuneration or otherwise.

CORPORATE APPLICANT

If the applicant is a corporation, a copy of the Certificate of Incorporation issued under the *Corporations Act* is required. Contact the Registry of Companies at (709) 729-3317 for information.

ADDRESS FOR SERVICE

The applicant shall indicate on the application a current **Address for Service** in the Province. A document sent or served to the applicant under the *Consumer Protection and Business Practices Act* shall be considered to be sufficiently sent or served if delivered personally or mailed by registered mail to the licensee at the address for service stated in the application for licence.

LICENCE FEES

The licence fee for a consumer reporting agency licence is \$300.00. Payment via cheque is made payable to Newfoundland Exchequer Account. Online payments can be made by following the link below. <https://www.gov.nl.ca/pay-online/> Debit/Credit payments are also accepted by completing the Authorization form attached.

LICENCE TERM

Licences issued under the *Consumer Protection and Business Practices Act* remain in effect subject to the filing of annual reports and payment of an annual fee as prescribed by the Minister until it is withdrawn by the registered person or is suspended or cancelled under the Act. The annual filing due date is the last day of the month twelve (12) months from the effective date of the original licence.

APPLICATION

Applications can be mailed to the address indicated below.