



Previously known as *The Motor Dealer Council of BC*

Employment Authorization Form

In compliance with Licensing of Salesperson Regulations of the Motor Dealer Act

The Motor Vehicle Sales Authority of British Columbia (VSA) is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.

Section A: Salesperson Information – please print clearly.

Last Name			Given Name(s)		
MM	DD	YYYY	()	Home Phone	SP#
Date of Birth			VSA Salesperson # (if known)		

The following information must be completed by each dealership with whom you are employed.

Section B: Motor Dealer Business Information – please print clearly.

Legal Name of Business		D# VSA Dealer Number
Doing Business As (Name)		Contact Name
()	()	Email Address
Phone Number	Fax Number	

Section C: Designated Employment Authorization – please print clearly.

The salesperson identified in *Section A* above will be employed by the motor dealer to act as and is appointed as a designated salesperson as indicated below (check the primary position) effective on;

Salesperson
 Lease Office
 Business Office
 Internet Sales
 Management
 Dealer Principal

Employment START Date: _____

MM DD YYYY

Print Authorized Official's name	Signature of Authorized Official
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Section D: Cancellation of Employment – please print clearly.

Dealer: Please complete Section D and return it to VSA when employment is terminated.

The salesperson identified in *Section A* above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below;

MM DD YYYY	Print Authorized Official's Name
Employment END Date	Signature of Authorized Official

***This form may be submitted by fax for currently licensed salespeople.
New salesperson applications must be submitted, in full, by mail, courier or in person.***