



Date: \_\_\_\_\_

The Vehicle Sales Authority of British Columbia 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.

Where there is any change to a dealer's name or address, or to the partners in a partnership, the officers or directors of a corporation, or the shareholders of a private corporation that is a registered dealer, the dealer must complete a Notice of Change (Form 3) and submit it to the VSA along with any applicable fee within 14 days of the change. [Motor Dealer Act (MDA) – section 12]

**NOTICE OF CHANGE - LOCATION**

**FORM 3a**

Name of Motor Dealer/ Wholesaler as Currently Registered:	Dealer/ Wholesaler Number:
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<b>Please submit payment of \$250.00 - Cheque payable to Vehicle Sales Authority of BC</b>		
CHANGE BUSINESS ADDRESS (SALES LOT) TO READ AS FOLLOWS: (PLEASE COMPLETE EACH LINE)		
New Business Address:	City:	Postal Code:
Mailing Address (as above) or:	City:	Postal Code:
Effective Date of Address Change:	Phone Number of Dealership:	Fax Number of Dealership:
Name of Authorized Spokesperson:	Email Address:	Cell Number:
Showroom Size (e.g. 3 cars):	Outside Display Area Size (e.g. 10 cars):	
Any Changes in Repair Facilities? <input type="checkbox"/> No <input type="checkbox"/> Yes, Give Details		

**Please provide the following documents:**

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. A copy of your new business license or documentation showing that the new business address is properly zoned.</li> <li>2. Photos of the following: business sign from the road, outside/inside display areas, office space for storage of records, repair facility (if on site).</li> </ol> |
|---|

If you answer **YES** to any of the following questions, please provide details in the space provided or use additional sheet(s):

1. Is the business address (sales lot) at a residence? Yes  No
2. Do any other motor dealers carry on operation at the same listed premises? Yes  No
3. Do any other businesses carry on operations at the same listed premises? Yes  No

This notice dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Applicant(s)

\_\_\_\_\_  
Signature(s) of Applicant(s)



## ONLINE BANKING PAYMENT

### Instruction for paying your Dealer Fees with Online Banking:

1. Log into online banking and add a new bill payment payee (first time only).
2. Enter “**Motor Vehicle Sales Authority of British Columbia**” as the payee.
3. Enter your Dealer Number in the account number for the new payee.
4. Make the payment—ensure that you note the authorization number or print out the confirmation of payment.
5. Complete **ALL** of the information below and submit this completed form to the VSA.

Name of Dealer: \_\_\_\_\_

Dealer #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of person who completed the payment: \_\_\_\_\_

Online payment Authorization #: \_\_\_\_\_

Date of online payment: \_\_\_\_\_  
month                      day                      year

Amount of online payment: \$ \_\_\_\_\_

### Payment is for (check one):

Dealer Application

Off-Site Sale

Change of Ownership

Dealer Renewal

Change of Address

Plate Upgrade

Other \_\_\_\_\_

### The following financial institutions offer this service:

- |         |               |                        |
|---------|---------------|------------------------|
| 1. HSBC | 4. BMO        | 7. Any BC Credit Union |
| 2. TD   | 5. Scotiabank | 8. National Bank       |
| 3. CIBC | 6. RBC        |                        |