



**APPLICATION FOR ISSUANCE OF A LICENCE
Real Estate Broker**

IMPORTANT

This form must be used to apply for a licence if any of the following statements apply to your situation:

- a) Have you passed the OACIQ certification exam? In accordance with *Regulation respecting the issue of broker's and agency licences*, you must have passed the OACIQ certification examination no more than 12 months before the licence application.
- b) You are a former OACIQ licence holder and your licence has been revoked following, for example, the non-payment of the annual licence maintenance fees? You have 12 months following the revocation date to apply for a licence without having to complete a recognized basic training program and pass an OACIQ certification exam again, provided that you have completed the previous cycle of the Mandatory Continuing Education Program (MCEP) which has ended since that date.
- c) You chose to stop carrying out brokerage activities for a while and maintained your acquired rights annually? Acquired rights gives the possibility of obtaining a licence of same category without having to successfully complete a recognized basic training program and pass an OACIQ certification exam again. If you wish to return to the real estate brokerage practice, you must first meet the requirements of the Refresher Training Program for the MCEP cycles that were in effect during your acquired rights period. Read **this article** for more details. You must then complete this form, 12 months after your licence revocation date at the latest.

The total amount of applicable fees varies depending on the month in which you wish to start or resume your practice. Read **this article** for more details.

A licence application is deemed received once all information and documents required hereunder have been provided and the applicable fees have been paid.

SECTION I – IDENTIFICATION

Mr. Mrs.

Date of birth:
DAY MONTH YEAR

Name at birth:

LAST NAME FIRST NAME

Other names (If you wish your licence to also show a name other than your birth name)

Usual Name:

LAST NAME FIRST NAME

Note: You must provide a sworn statement to the effect that this usual name is the one you are known by in your professional and social life or any other supporting document to the Organization's satisfaction.

Husband's name (If you are a woman married before April 2, 1981, you may use your husband's name or you may continue to use this name even if you were divorced or widowed after this date)

LAST NAME FIRST NAME

Note: You must provide a copy of a document stating the name of your husband and the date of your marriage, such as your marriage licence, marriage certificate or marriage contract.

RESERVED FOR THE OACIQ

RECEIPT STAMP

SECTION I – IDENTIFICATION (continued)

Home address:

NUMBER	STREET	APARTMENT	
MUNICIPALITY	PROVINCE	POSTAL CODE	
AREA CODE	HOME PHONE NO.	AREA CODE	CELLPHONE NO.

Electronic addresses:

E-MAIL

WEBSITE (IF APPLICABLE)

SECTION II – FILE OR LICENCE NUMBER

If it has already been given to you, please indicate your file number or your synbad.com access number. If you have or have ever been issued a licence by the OACIQ or a certificate by the ACAIQ, indicate the number of this licence or certificate:

SECTION III – CORRESPONDENCE PREFERENCES

Language of correspondence: French English

Address of correspondence: The OACIQ favors electronic communications to circulate information to candidates and licence holders (notably through e-mail, synbad.com and PRO@CTIVE). Printed correspondence will be mailed to your establishment by default. If you prefer to use another address, please indicate it below. Note that you may change your preferred address of correspondence at any time by accessing **My record** on synbad.com or by contacting the Certification Department using the contact information below.

Home address Other

Address:

NUMBER	STREET	APT. / SUITE / PREMISES
MUNICIPALITY	PROVINCE	POSTAL CODE

SECTION IV – TYPE OF LICENCE

(Check the appropriate box)

- Real estate broker restricted to residential brokerage
 Real estate broker restricted to commercial brokerage
 Full-service real estate broker (residential and commercial brokerage)

SECTION V – METHOD AND LOCATION OF PRACTICE

I intend to carry out my activities within a business corporation:

Yes No *If yes, please fill out the "Application for authorization to practice within a business corporation" available on the OACIQ's website.*

I intend to carry out my activities: On my own account On behalf of an agency

SECTION V – METHOD AND LOCATION OF PRACTICE (continued)

Address of establishment where you will be carrying out your activities:

NUMBER	STREET	APT. / SUITE / PREMISES
MUNICIPALITY	PROVINCE	POSTAL CODE
AREA CODE	TELEPHONE NO.	AREA CODE
	FAX NO.	POST OFFICE BOX

SECTION VI – DECLARATIONS

You must provide the information and documents that are requested, unless you have already submitted them to the OACIQ. Where necessary, you may attach a sheet to complete your answers. Note that you are responsible for the answers in this section even though it was completed by another person.

Since your last licence issuance application or information update, or if you have never disclosed the information before:

1. Are you or have you been registered with a body, in another province or State (international), responsible for overseeing and monitoring real estate brokerage?

Yes No

If yes, please provide the following information:

a) Name of body _____

b) Country _____ c) Province/State _____ d) Member No. _____

2. If you answered yes to question 1, has your licence, certificate or permit ever been revoked, suspended or made subject to restrictions or conditions by this body?

Yes No

If yes, please provide the decision or judgement.

3. Have you ever gone bankrupt, i.e. have you ever made an assignment of property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*? If this condition has already been reported in previous years, please answer "No", otherwise you must answer "Yes".

Yes No

If yes, please complete and send the **Form to be completed in case of bankruptcy**, available on the OACIQ's website, along with the required documents.

You must mention any conviction or guilty plea, even those for which you received a discharge or a record suspension (formerly called "pardon").

4. Regardless of the time period elapsed since your conviction, have you ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a criminal offence? (Note that you are required to declare any guilty plea regardless of its nature or relation (perceived or not) to the real estate brokerage field).

Yes No

If yes, please complete and send us the **Form to be completed in case of conviction**, available on the OACIQ's website, along with the following documents:

a) Information (Indictment)

b) Written judgement or, if it is not available, record of proceedings of guilt and sentence

c) Audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years

d) Pre-sentencing report, if available

SECTION VI – DECLARATIONS (continued)

5. Except for a violation to the *Highway Safety Code* and municipal by-laws, have you pleaded guilty to, or found guilty by a court, in Canada or elsewhere, of a penal offence pursuant to a provincial or a federal law or any other applicable legislation?

Yes No

*If yes, please complete and send us the **Form to be completed in case of conviction**, available on the OACIQ's website, along with the following documents:*

a) Statement of offence or indictment

b) Written judgement or, if it is not available, record of proceedings of guilt and sentence

c) Audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years

6. Are you a member of an order, body, corporation or professional association from sectors other than real estate brokerage?

Yes No

7. Have you been the subject of a claim with the Indemnity Fund of this order, body, corporation or professional association?

Yes No

8. Have you ever pleaded guilty to, or been found guilty, by a court, of an ethical offence at this order, body, corporation or professional association?

Yes No

*If yes, please complete and send us the **Form to be completed in case of conviction**, available on the OACIQ's website, along with any available document.*

9. Have you been declared unfit or in loss of autonomy and, by a court decision, placed under a protective supervision (guardianship, curatorship or advisership)?

Yes No

If yes, please provide the supporting judgement.

10. Do you perform or intend to perform any other paid professional activities in addition to your real estate brokerage activities?

Yes No

11. Apart from your real estate brokerage activities, do you operate or control a company or are you a majority shareholder?

Yes No

12. Are you member of a board of directors or a disciplinary or statutory committee (other than those of the OACIQ)?

Yes No

13. Have you ever filed an application to obtain an advance opinion from the Decision Committee on Criminal Offences or from the Licence Issue and Maintenance Committee?

Yes No

14. Have you ever been subject of a decision by the Decision Committee on Criminal Offences or by the Licence Issue and Maintenance Committee in the past?

Yes No

SECTION VII – DOCUMENTS TO BE PROVIDED

(You must provide the following documents, unless you have already submitted them to the OACIQ.)

1. PROOF OF IDENTITY

- a) If you are a Canadian citizen:
- Copy of your act or certificate of birth; or
 - Copy of your certificate of Canadian citizenship.
- b) If you are not a Canadian citizen:
- Copy of the document issued by Canadian immigration authorities certifying your permanent resident status; or
 - Copy of the work licence issued by Canadian immigration authorities.

2. PHOTO

One colour photograph [passport size]: on a white background, front-facing, including head and shoulders, face uncovered, **taken in the last six months.**

Note: Your photograph will appear on your licence, as well as on the OACIQ's Register of licence holders.

3. CRIMINAL RECORD CHECK

Upon receipt of your licence application, an email with "**Mintz Background Check Invitation**" in the subject line will be sent to you so you can complete the Mintz digital form. If your criminal record check was carried out less than six months ago, we will refer to the previously obtained results and no email will be sent.

This check will enable us to validate the compliance of the declarations you made in this form under the "Declarations" section and to determine whether a further examination of your file by the Licence Issue and Maintenance Committee (LIMC) is justified.

4. KNOWLEDGE OF FRENCH

Except if you have successfully taken the OACIQ examination **drafted in French**, you must provide documents proving that you meet one of the following conditions:

- have attended a French language secondary or post-secondary establishment full time for at least 3 years; or
- have successfully taken Secondary IV or Secondary V French as a mother tongue examination; or
- have obtained a secondary school certificate in Québec from and after the school year 1985-1986; or
- obtain a certificate issued by the Office québécois de la langue française (OQLF) or hold a certificate defined as equivalent by regulation of the Government, in accordance with section 35 of *Charter of the French Language* (R.S.Q., c C-11).

SECTION VIII – AUTHORIZATION TO RELEASE INFORMATION

COMMERCIAL OR PHILANTHROPIC PROSPECTION

I authorize the Organization to disclose the following information to companies or individuals who will use it for commercial or philanthropic prospection purposes: my name and, if applicable, my common name; my licence number; the fact that I hold a real estate broker's licence; the titles I use; the corporate name or assumed name of the agency on whose behalf I will carry out my activities; the address and phone number of my establishment; and my email address.

REGISTER OF LICENCE HOLDERS

I authorize the Organization to publish my email and website addresses in the Register of licence holders.

The licence holder can at any time withdraw or give this consent, if applicable, by accessing **My record** on synbad.com or by contacting the Certification Department whose contact information is indicated on this form.

SECTION IX – RESERVED FOR LICENCE HOLDERS WHOSE LICENCE WAS REVOKED AND WHO ARE APPLYING FOR A NEW LICENCE

1. If you were operating within a business corporation in the past 12 months, have you made any changes to your business corporation, including its name, status, shareholders or your position within the corporation, of which you have not notified the Certification Department?

Yes No N/A

If so, which ones?

2. If you were operating within a business corporation in the past 12 months, has your business corporation been found guilty of a criminal, penal or ethical offence or been the subject of a receiving order (bankruptcy) which has not previously been reported to the Certification Department?

Yes No N/A

*If yes, please complete and send the **Form to be completed in case of conviction**, available on the OACIQ's website, along with any available document.*

3. Has your certificate or licence ever been revoked, suspended or made subject to restrictions or conditions by the Discipline Committee of the ACAIQ or the OACIQ?

Yes No

4. Have you ever been the subject of a claim or filed a notice of loss with the Fonds d'assurance responsabilité professionnelle du courtage immobilier du Québec (FARCIQ) regarding your professional liability?

Yes No

5. Has your licence been revoked and have you maintained your acquired rights for more than 12 months?

Yes No

If you answered Yes to question 5, indicate the year your licence was first issued: _____

If you answered No to question 5 and your licence has been revoked for less than 12 months:

- a) Did you have any brokerage contracts in progress when your licence was revoked?

Yes No

If you answered yes:

If you were acting on behalf of an agency: do you certify that you and your former agency executive officer have immediately notified the parties you were representing in writing that you were no longer authorized to act on their behalf and that you have informed them of the name of the broker appointed to replace you? The notification sent should indicate the parties' right to continue doing business with your agency or to terminate the contract (more details in **this article** depending on your situation).

Yes No *Sending notices to your clients is a mandatory condition for the issuance of your licence.*

or

If you were acting on your own account: do you certify that you immediately informed your clients that you were no longer authorized to act on their behalf and that your brokerage contracts were automatically terminated (if you were acting alone)? Read **this article** for more details about the content of these notices depending on your situation.

Yes No *Sending notices to your clients is a mandatory condition for the issuance of your licence.*

- b) Did you carry out real estate brokerage activities during your licence revocation period? Read **this article** for more details.

Yes No

6. Were you subscribed to InstanetForms® electronic forms when your licence was revoked?

Yes No

Note: The subscription to InstanetForms® is not automatic. Do you want to reactivate it now or do it via **My record** on synbad.com when your licence is issued? Check **this article** for the applicable fees.

Now Later *(a period of a few working hours will then be applicable)*

SECTION XII – PAYMENT OF FEES

Please fill out the payment form.

Would you like to subscribe to Instanetforms® electronic forms?

Yes No

If yes, add the amount of applicable fees to the amount due for the issuance of your licence.

To determine applicable fees, please visit the OACIQ's website at synbad.com/fees.

Amount due (including taxes):

 , \$

File or licence No.:

(IF APPLICABLE)

METHOD OF PAYMENT:

debit / Interac

cash

(payable at the OACIQ only)

by cheque

by money order

(to the order of OACIQ)

credit card.

(fill in the fields on the right)

Visa

MasterCard

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CARD NUMBER

EXPIRATION (MM/YY)

CVV/CVC

The CVV/CVC is a three-digit code located on the back of your credit card.

Name of cardholder (if different from applicant)

X

CARDHOLDER'S SIGNATURE

PLEASE SEND YOUR PAYMENT AND DOCUMENTS TO

the Certification Department by email at CERTIFICATION@OACIQ.COM,
by mail or by fax to any of the contact information
indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

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