

RLS Licensing Application Information for Auction Company

A user guide to assist an Auction
Company with using FCAA's
Registration and Licensing System.

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SPECIAL NOTE

Auction Sales Company licensing applications, annual licensing renewals/filings, and licence information updates must be submitted to the Registrar, *The Auctioneers Act*, via the on-line Financial and Consumer Affairs Authority (FCAA) Registration and Licensing System (RLS).

Continue to next pages to read the On-line Application Instructions. Additional information is also available via these links:

- Go to our website (www.fcaa.gov.sk.ca) and navigate to [Auction Sales Companies and Auctioneers](#) and webpage to find the link to the General RLS User Guide.
- [RLS portal \(https://fcaa.saskatchewan.ca\)](https://fcaa.saskatchewan.ca).

Before You Begin

Welcome to the Financial and Consumer Affairs Authority's (FCAA) online Registration and Licensing System (RLS). This system has been designed to facilitate the process of applying for and managing auction company licenses. Please take a moment to familiarize yourself with the licensing requirements and the information you will need to complete the submission process.

Unless otherwise exempted by law, an auction company and the auctioneer must be licensed in Saskatchewan. Information about auction sales requirements can be found online at: [Auction Sales Companies and Auctioneers](#)

During this online registration and licensing process you will be required to answer questions about your business activities, and to supply verification of your suitability for licensing. If you have any questions about the requirements, we encourage you to contact us at [306-787-5550](tel:306-787-5550) or toll-free at [1-877-880-5550](tel:1-877-880-5550) before you begin your submission.

To be licensed as an auction sales company you will need:

- a) to obtain and maintain a registered business name,
- b) to hold a valid email address
- c) to file an application and obtain a license using this RLS procedure
- d) to provide relevant information when requested
- e) to provide updates of any change to information provided
- f) to pay an initial application fee and thereafter a renewal licensing fee
- g) to designate one official to act as an auctioneer
- h) to select or invite additional auctioneers to be associated with the company (if required),
- i) an appropriate [bond](#)

Name Registration

All corporations and operating (business) names must be registered with the [Corporate Registry of the Information Services Corporation \(ISC\)](#). Phone [1-866-275-4721](tel:1-866-275-4721) for information on this procedure. Note, if you are a sole proprietor, you will need to register an operating/business name with ISC.

Bonding Requirements

Unless otherwise required, the usual bond amount is \$25,000. This is the minimum amount required. Bonding amounts are subject to the Registrar's discretion and depends upon the assessed risk to the public.

Apply to your insurance agent or to any bonding company licensed under [The Saskatchewan Insurance Act](#) for a bond under [The Auctioneers Act](#). See required [penal bond wording](#). As an alternate bonding source, the Saskatchewan Auctioneers Association may be contacted at: Box 773, North Battleford, SK S9A 2Y9; Phone [306-441-2265](tel:306-441-2265)

The original bond is to be signed and sealed by the insurance company and also signed by:

- a corporate director (if a corporation)
- the managing partners (if a partnership)
- an individual (if a sole-proprietorship)

The original bond is then to be sent to the registrar at the address below. A copy of the bond is also to be uploaded during the online application process. If the bond is through the Saskatchewan Auctioneers Association (SAA), the SAA must forward written confirmation directly to the Consumer Protection Division.

Application Process

The application process and all subsequent updates or changes must be completed through this online portal. Any changes that occur that affect or change the information on the application must be updated within 10 business days.

Licence fees are as follows:

Licenses are valid for five years from date of issue unless otherwise suspended or cancelled. Auction Sales Company \$1000 (includes one person named as designated official/auctioneer) Auctioneer \$250 (other than the designated official).

Definitions

An **auction sales company** means an individual, firm or corporation that holds a sale by auction of any property. Each auction sales company may authorize one designated official.

A **designated official** may act as an auctioneer for the auction sales company. No additional auctioneer licence is required as long as the designated official is only auctioneering for that auction sales company. If the **designated official** wishes to auctioneer for another company, they must become licensed separately as an auctioneer.

An **auctioneer** means an individual who conducts the bidding at a sale by auction.

Contact information

Registrar, [The Auctioneers Act](#).

Financial and Consumer Affairs Authority

Consumer Protection Division

500 - 1919 Saskatchewan Drive

REGINA SK S4P 4H2

Telephone: [306-787-5550](tel:306-787-5550) [1-877-880-5550](tel:1-877-880-5550) (toll-free) Fax: [306-787-9779](tel:306-787-9779)

Email: cpdlicensing@gov.sk.ca

Web address: <http://www.fcaa.gov.sk.ca>

General Remarks

Every applicant for a licence should become familiar with the Act and Regulations. A complete copy of [The Auctioneers Act and Regulations](#) is available free of charge online at www.publications.saskatchewan.ca or by purchasing a print copy from Publications Saskatchewan at Telephone: [1-800-226-7302](tel:1-800-226-7302) (Sask. residents only) [306-787-6894](tel:306-787-6894) Fax: [306-798-](tel:306-798-)

0835 Email: publications@gov.sk.ca

After You Submit

Once you have completed your submission, it will be reviewed by FCAA. You may be contacted to provide additional information in order to complete the review process. Your timely response to these requests will ensure the review of your submission is not delayed. You will be advised of the progress of your submission electronically by email.

Unless otherwise directed, any correspondence you receive from FCAA will direct or require you to return to the online Registration and Licensing System (RLS) portal to ensure the security of your information.

Security Controls

For security purposes, remember that we will never ask you for your user name or password.

Terms of Use

The Financial and Consumer Affairs Authority of Saskatchewan ("FCAA") is a regulatory body comprised of different divisions ("Regulatory Divisions") that administer a number of regulatory programs pursuant to various legislation and regulations ("Regulatory Laws"). By accessing this system, including providing or submitting any information ("Information"), I acknowledge, recognize and understand that any and all information I provide to FCAA and/or any of its Regulatory Divisions may be used, disclosed or shared by FCAA or any of its Regulatory Divisions as authorized by Regulatory Laws or other applicable laws, including the sharing of the information amongst the different Regulatory Divisions.

Auction Sales Company Application

The narrative below describes the details required on the pages or steps of the online RLS application.

Login Page

Log in using your username and password if you have already registered, otherwise please register.

Once logged-in

1. select “Apply for a Licence/Registration/Endorsement/or Film Classification”, then
2. select the Consumer Protection “button”, then
3. click on the drop down window labelled “Please select to reveal list...”, then
4. within the dropdown window, select Auction Sales Company.

Before You Begin page

The “Before You Begin” page outlines basic information about auction company licensing, legal definitions, name registration, contact information, security controls and terms of use.

After reading the information contained on this page, select the “I acknowledge” button.

Since you will not be able to return to this “Before You Begin” page once you select the “I acknowledge” button, it was reproduced at the start of this document for your reference.

Step 1 - Primary Contact

At this step, provide primary contact information for the person who should receive communication and information from the FCAA regarding this request.

If the primary contact is to be the same as the registered user (that is the person who registered the username and password) then, select “Yes” below.

If the primary contact for this request is someone other than the registered user, select “No” below and completed the required information fields/boxes. This is recommended if the primary contact is an employee or designate of the organization. Such an employee/designate of the organization should be authorized to act on behalf of the organization and the organization is bound and held responsible for the information and declaration made by such an individual.

The following information is required:

- Name of primary contact
- Title/Position with the organization
- Email Address of the primary contact
- Phone Number of the primary contact



Once you have completed this step, select  next icon to the right of your page.

The screenshot shows the FCAA application interface. On the left is a sidebar with steps: Step 1 Event, Step 2 Business Entity, Step 3 Auction Sales Company Location, Step 4 Designated Official, Step 5 Financial Security (Bonds), Step 6 Suitability for Licensing, and Step 7 Declaration. The main content area is titled 'Step 1 122273-00 - AUC - NEW' and shows a 'Pending Submission' status. Below this is a 'Primary Contact Information' section with a text box asking for contact details. At the bottom, there is a question: 'Are you the primary contact person for this application?' with 'Yes' and 'No' buttons. Below this are input fields for Prefix, First Name (containing 'john'), Last Name (containing 'j'), Middle Name, Title / Position, Email Address (with a validation message), and Phone Number (with a format guide).

Step 2 - Business Entity

Select the type of business entity (i.e. Corporation, Partnership, Sole Proprietor).

If a corporation, provide the following:

- Corporation name (Entity name) as listed with the Information Services Corporation
- Information Services Corporation (ISC) Registration Number (called the entity number)
- An uploaded ISC Corporate Registry Profile Report
- The names of all corporate officers/director's responsible for the Saskatchewan operation

If a partnership, provide this information:

- Partnership name (Entity name)
- ISC Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the names of each member of the partnership (if applicable, this includes the ISC number for partner of the partnership that are corporations). The information you provide about the members of your partnership should correspond to the information registered with ISC.

If a sole proprietor, provide this information

- Information Services Corporation (ISC) registered business name (Entity name) and Registration Number (Entity number)
- Upload the ISC Corporate Registry Profile Report
- Provide the legal (i.e. birth) name of the sole proprietor


Once the type of business entity has been selected:

Indicate whether you conduct business as a Charitable Fundraising Business under any other business/operating name(s), select "Yes" and provide the required information or select "No".

Provide mailing address Information where you would like to receive any print correspondence related to this application.

Indicate if the mailing address you have provided appropriate for the service of legal documents, select "Yes" and provide the address or select "No".



Once you have completed this step, select the  next icon to the right of your page.

Auction Licence Event

Step 1 **Event** ✓

Step 2 **Business Entity**

Step 3 **Auction Sales Company Location** ✓

Step 4 **Designated Official** ✓


Step 5 **Financial Security (Bonds)** ✓

Step 6 **Suitability for Licensing** ✓

Step 7 **Declaration** ✓

Step 2 **Business Entity**

FCAA

After completing the form click the  button on the right to proceed. Your information will be saved.

122273-00 - John Doe

Business Entity Information

Please select the type of business entity as registered with ISC*

Corporation Partnership Sole Proprietor

Corporation

Please provide the following information about your corporation:

Corporation name (Entity name)*

ISC registration number (Entity number)*

Please upload the ISC Corporate Profile Report*

[Click here to view an example of an ISC Corporate Profile Report.](#)

If you do not have your ISC Corporate Profile Report please go to <https://www.isc.ca> to obtain it.

Please provide the names of all corporate officers responsible for Saskatchewan:

Does your corporation have additional officers, other than those listed above?*

Do you conduct business as an Auction Sales Company under any other business/operating name(s)?*

Mailing Address Information

Please provide the mailing address where you would like to receive any print correspondence related to this application:

Mailing Address Lookup

[Having trouble finding your address? Enable Manual Entry](#)

Street/P.O. Box*

City*

Canadian Postal Code

Province*

Is the mailing address you have provided appropriate for the service of legal documents? (address for service must be in Saskatchewan)*

Step 3 – Auction Sales Company Location

- Provide the physical address of your Auction Sales Company (select the green button to add another sales company location)



Once you have completed this step, select the “next” icon to the right of your page.

A screenshot of a web application interface for "Auction Licence Event". The left sidebar shows a progress list with steps 1 through 7. Step 3, "Auction Sales Company Location", is the current active step. The main content area is titled "Step 3 Business Location" and features the FCAA logo. Below the logo, there is a message: "After completing the form click the [Next button icon] button on the right to proceed. Your information will be saved." The user's name "122273-00 - John Doe" is displayed. The form is for an "Auction Sales Company" and asks the user to "Please provide the physical location of your Auction Sales Company:". There are two tabs: "Civic" (selected) and "Legal Land Description". Under the "Civic" tab, there is an "Address Lookup" section with a search box containing the text "Please enter address to search." and a link "Having trouble finding your address? Enable Manual Entry". Below this are input fields for "Street/P.O. Box*", "City*", "Postal Code*", and "Province*" with a dropdown arrow. At the bottom of the form is a green button labeled "Add another Auction Sales Company Location" with a plus icon. On the right side of the page, there is a vertical toolbar with icons for "Home", "Next", "Prev", "Home", and "Help".

Step 4 - Designated Official

Provide the name of the individual who is the designated official to act as an auctioneer and may conduct auctions on behalf of the auction sales company. The person named will not require a separate auctioneer’s license as long as auctions are conducted under this auction sales company.

The following information is required:

- First and Last name of Designated Official
- Full residential address
- Phone, fax and Email address

The screenshot shows the FCAA Auction Licence Event web form. The left sidebar lists steps: Step 1 Event, Step 2 Business Entity, Step 3 Auction Sales Company Location, Step 4 Designated Official (current), Step 5 Financial Security (Bonds), Step 6 Suitability for Licensing, and Step 7 Declaration. The main content area is titled 'Designated Official' and includes a message: 'After completing the form click the [Next] button on the right to proceed. Your information will be saved.' Below this is a text box with instructions: 'Provide the name of the individual who is the designated official to act as an auctioneer and may conduct auctions on behalf of the auction sales company. The person named will not require a separate auctioneer's licence as long as auctions are conducted under this auction sales company.' The form fields are: Prefix (dropdown), First Name, Middle Name, and Last Name (all text boxes). A 'Next' button is visible on the right side of the form.

Please provide your full residential address:

The form includes an address search field with a magnifying glass icon and the text 'Please enter address to search..'. Below this is a link: 'Having trouble finding your address? Enable Manual Entry'. The form fields are: Street/P.O. Box, City, Postal Code (with 'A9A 9A9' entered), Province (dropdown menu showing 'SASKATCHEWAN'), Phone (format: () - - X), Fax (format: () - - X), and Email.

Step 5 - Financial Security (Bonds)

Before being considered for licensing, auction sales company applicants must provide proof of financial security (hereinafter referred to as a bond) in accordance with *The Auctioneers Act* in an amount determined by the Registrar that is not less than \$ 25,000 per licence.

1. Bond through an insurance company:

- The bond must use the identical wording of the [sample bond](#).
- The bond must be in the name of the legal entity as well as the trading name, if any.
- The amount of the bond is to be \$25,000 unless the Registrar informs you of a higher requirement.
- The entire bond must appear on one page.
- The original bond is to be signed and sealed by the insurance company and signed by:
 - a. a Director (if a corporation)
 - b. the managing partner (if a partnership), or
 - c. an individual (if a sole-proprietorship).
- A copy of the bond is to be uploaded to the RLS system when requested.
- The original bond must be then filed with The Registrar at:

Financial and Consumer Affairs Authority
Consumer Protection Division
500-1919 Saskatchewan Drive
REGINA SK S4P 4H2

Please ensure the envelope is clearly marked with the submission number provided on screen in the event.

If you select 'Insurance Bond,' it will ask have you obtained a penal bond that meets the requirements specified above. Select 'Yes'.

To facilitate the review of your application you are required to submit an electronic copy of your bond. Please note that prior to the approval of your application, our office **must receive your original bond by mail.**

The bond must meet the following requirements:

- The bond must be signed and sealed by the insurance company
- The bond must use the identical wording of the sample bond.
- The bond must be signed by a director of the corporation.

Does the bond clearly reference the business name that will appear on your auction sales company licence? Select 'Yes'. You will need to provide the following information

- Name of bond issuer
- Bond number
- Bond amount
- Effective date of the bond
- Upload an electronic copy of your bond

Auction Licence Event

Step 1 Event

Step 2 Business Entity

Step 3 Auction Sales Company Location

Step 4 Designated Official


Step 5 **Financial Security (Bonds)**

Step 6 Suitability for Licensing

Step 7 Declaration

Step 5

Financial Security (Bonds)



After completing the form click the button on the right to proceed. Your information will be saved.

122273-00 - John Doe

Financial Security (Bonds)

Before being considered for licensing, auction sales company applicants must provide proof of financial security (hereinafter referred to as a bond) in accordance with The Auctioneers Act in an amount determined by the Registrar that is not less than \$25,000 per licence.

Applicants must obtain this security in one of two ways: through an insurance company that offers such a bond or through the Saskatchewan Auctioneers Association.

1 Bond through an insurance company

- The bond must use the identical wording of the **sample bond**.
- The bond must be in the name of the legal entity as well as the trading name, if any.
- The amount of the bond is to be \$25,000 unless the Registrar informs you of a higher requirement.
- The entire bond must appear on one page.
- The original bond is to be signed and sealed by the insurance company and signed by:
 - a. a Director (if a corporation)
 - b. the managing partner (if a partnership), or
 - c. an individual (if a sole-proprietorship).
- A copy of the bond is to be uploaded to the RLS system when requested.
- The original bond must be then filed with The Registrar at

Financial and Consumer Affairs Authority
Consumer Protection Division
500-1919 Saskatchewan Drive
REGINA SK S4P 4H2

Please ensure the envelope is clearly marked

The submission number shows up here. Please mark your envelope with this number.

The Auction Sales Company is to be covered by*

Insurance Bond

Auctioneers Association

Have you obtained a penal bond that meets the requirements specified above?*

Yes

No

Bond Information

To facilitate the review of your application you are required to submit an electronic copy of your bond. Please note that prior to the approval of your application, our office must receive your original bond by mail.

The bond document must meet the following requirements:

- The bond must be signed and sealed by the insurance company.
- The bond must use the identical wording of the **sample bond**.
- The bond must be signed by a director of the corporation.

Does the bond clearly reference the business name that will appear on your Auction Sales Company Licence?*

Yes

No

Please provide details about your bond

Name of bond issuer*

Bond number*

Bond amount*

Effective date of the bond*

Please upload an electronic copy of your bond.*

Upload File


2. Bond through the Saskatchewan Auctioneers Association

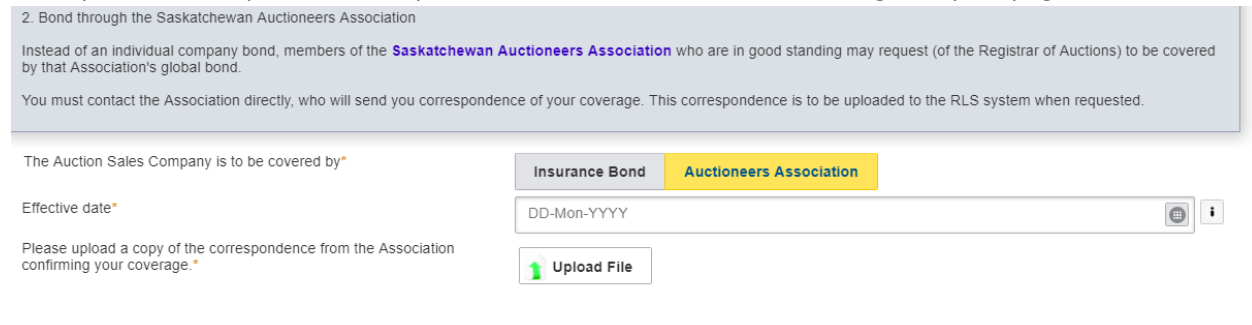
Instead of an individual company bond, members of the [Saskatchewan Auctioneers Association](#) who are in good standing may request (of the Registrar of Auctions) to be covered by that Association's global bond.

You must contact the Association directly, who will send you correspondence of your coverage. This correspondence is to be uploaded to the RLS System when requested.

The Auction Sales Company is to be covered by either an Insurance Bond or a bond through the Auctioneers Association.

The Auction Company is to be covered by. If you choose 'Auctioneers Association', you will need to provide an effective date of the bond from the correspondence that you received from the Auctioneers Association. You will also need to upload a copy of the correspondence from the Association confirming your coverage.

Once you have completed this step, select the "next"  icon to the right of your page.



The screenshot shows a web form with the following elements:

- Section Header:** 2. Bond through the Saskatchewan Auctioneers Association
- Text:** Instead of an individual company bond, members of the [Saskatchewan Auctioneers Association](#) who are in good standing may request (of the Registrar of Auctions) to be covered by that Association's global bond.
- Text:** You must contact the Association directly, who will send you correspondence of your coverage. This correspondence is to be uploaded to the RLS system when requested.
- Form:** The Auction Sales Company is to be covered by*
 - Buttons: Insurance Bond (grey), Auctioneers Association (yellow, selected)
- Form:** Effective date*
 - Input field: DD-Mon-YYYY
 - Icons: calendar, info
- Form:** Please upload a copy of the correspondence from the Association confirming your coverage.*
 - Button: Upload File (with green arrow icon)

Step 6 – Suitability for Licensing

The Regulations require that applicants submit evidence of their suitability for licensing. If your license application is approved, you may be required to update this evidence periodically to ensure continued compliance.

Indicate if during the past ten years has the sole proprietor, partners or corporation had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if “Yes” please provide details.

Indicate if any of the sole proprietor, partners or corporate directors (with responsibility for Saskatchewan) have been convicted of a criminal offence within the previous 10 years. If “yes” provide details.

Provide Criminal Record Checks (CRC) for the following individuals, a list of people will appear. You will need to provide the following.

- First Name and Last Name
- Indicate whether you have a criminal record check to upload. If yes, upload the document. If no, you must provide a reason why.

Note that unless otherwise requested, a CRC is required for new applications only or if a one of the individuals listed has been convicted of a criminal activity since licensing. For clarity, the CRC is required for the directors/officers who have responsibility for the Saskatchewan operation.

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting the “credit Reporting agencies” under the “licensing type” tab and click the search tab (note only CRC’s from licensed on-line providers are accepted). For your convenience, there is a list at [the Credit Reporting](#) web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.



Once you have completed this step, select “next” icon to the right of your page.

Auction Licence Event
Home
?

Step 1 Event

Step 2 Business Entity

Step 3 Auction Sales Company Location


Step 4 Designated Official

Step 5 Financial Security (Bonds)

Step 6 Suitability for Licensing

Step 7 Declaration

Step 6 Suitability for Licensing



The Regulations require that applicants submit evidence of their suitability for licensing. If your license application is approved, you will be required to update this evidence periodically to ensure continued compliance.

After completing the form click the button on the right to proceed. Your information will be saved.

122273-00 - John Doe

Licensing History

During the past ten years, has any **director/officer** of the corporation had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country?

Please provide details:

Please describe the circumstances and provide any information that might be relevant to the director of Auction Sales.

Criminal Record Details

If a criminal record check (CRC) is required, you may request one from an online CRC provider as long as they are licensed to provide credit reports in Saskatchewan. You may determine if they are licensed in Saskatchewan at [FCAA411](#), by selecting "credit reporting agencies" under the "licensing type" tab and clicking the search tab (note only CRC's from licensed on-line providers are accepted). For your convenience, there is a listing at [the Credit Reporting](#) web page that is updated periodically.

You may also contact your local police station, request a CRC and upload with your application when requested.

Has any director or officer of the corporation with the responsibility for the Saskatchewan operation been convicted of a criminal offence?

Please provide details:

Please describe the offence and provide any information that might be relevant to the director of Auction Sales.

Has any director or officer of the corporation with the responsibility for the Saskatchewan operation been convicted of a criminal offence?

Please provide details:

Please describe the offence and provide any information that might be relevant to the director of Auction Sales.

Please provide Criminal Record Checks (CRC) for the following individuals:

Jane Doe

John D Doe

Designated Official: John Doe


Save

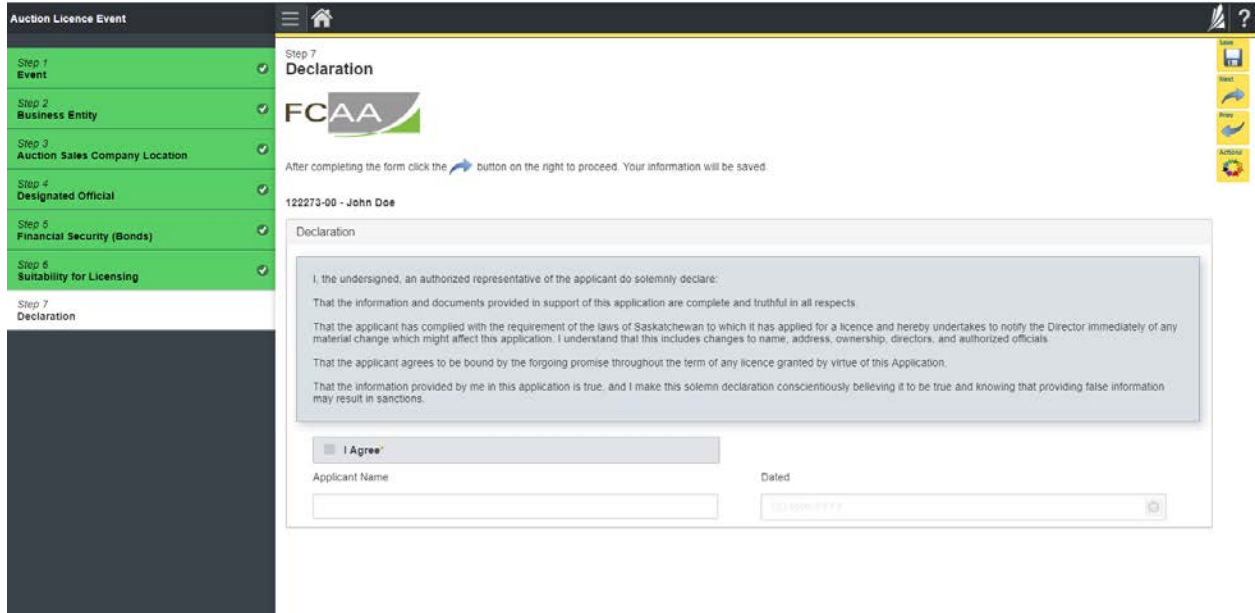
Next


Prev

Home

Step 7 – Declaration

Read the declaration and if in agreement click “I Agree”. Select “next”  icon to the right of your page and the “Step 6 – Payment” will appear.



The screenshot shows the FCAA Auction Licence Event Step 7 Declaration form. On the left is a vertical navigation menu with steps 1 through 7, each with a checkmark. Step 7, 'Declaration', is highlighted. The main content area features the FCAA logo and the text 'Step 7 Declaration'. Below the logo, it says 'After completing the form click the  button on the right to proceed. Your information will be saved.' The user's ID '122273-00 - John Doe' is displayed. The declaration text reads: 'I, the undersigned, an authorized representative of the applicant do solemnly declare: That the information and documents provided in support of this application are complete and truthful in all respects. That the applicant has complied with the requirement of the laws of Saskatchewan to which it has applied for a licence and hereby undertakes to notify the Director immediately of any material change which might affect this application. I understand that this includes changes to name, address, ownership, directors, and authorized officials. That the applicant agrees to be bound by the forgoing promise throughout the term of any licence granted by virtue of this Application. That the information provided by me in this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.' At the bottom, there is an 'I Agree' checkbox, an 'Applicant Name' field, and a 'Dated' field with a date picker.

Step 8 – Payment

Review and then select “Proceed to Payment” if you are paying by credit card.

Auction Licence Event

- Step 1 Event
- Step 2 Business Entity
- Step 3 Auction Sales Company Location
- Step 4 Designated Official
- Step 5 Financial Security (Bonds)
- Step 6 Suitability for Licensing
- Step 7 Declaration
- Step 8 Payment

Step 8 Invoice - 001809

Status
Pending

Print Invoice

Order Details

Order Description: 122273-00 - New Application - AUCTION SALES COMPANY INC. **Merchant Name:** FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Auction Sales New Licence	1	1	\$1,000.00	\$1,000.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Costs: \$0.00
				Charge Total: \$1,000.00 (CAD)

Payable Information

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 500 - 1919 Saskatchewan Drive
 Regina SK S4P 4H2
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779
 Email: cpdlicensing@gov.sk.ca
 Web address: www.fcaa.gov.sk.ca/CPD

These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 500-1919 Saskatchewan Drive
 Regina SK S4P 4H2
 CANADA

Proceed to Payment

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. Please note that no full credit card number will be collected by FCAA RLS.

Fill out the Customer Details section, Payment Method and Payment Details. Select “Process transaction”

QA Merchant 3

Mandatory fields marked by *

Item Details

Description	Product Code	Quantity	Price
Charitable Fundraising New Licence	1	1	\$800.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			Total (CAD): \$800.00

Customer Details

Customer ID: THANKS

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:

Postal Code:

Phone:

Fax:

Payment Method

Please choose a payment method.

Payment Details

Transaction Amount: \$800.00 (CAD)

Order ID: CP-1557-001

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY):

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Select “Back to invoice”

[Back To Invoice - 001809](#)

Payment for Invoice - 001809
Invoice - 001809

OCT 10, 2019 14:12:26
Order ID: CP-1809-001

Moneris Details:

Amount: \$1000.00 (CAD)

Transaction Type: PURCHASE
Cardholder: TEST
Card Number: *****0007

Response: 01/027 - APPROVED * =
Reference Number: 660144980019393300
Authorization Code: 493327

Order Details

Order Description: 122273-00 - New Application - AUCTION SALES COMPANY INC.

Merchant Name: FCAA
Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Auction Sales New Licence	1	1	\$1,000.00	\$1,000.00
			GST:	\$0.00
			PST:	\$0.00
			HST:	\$0.00
			Shipping Cost:	\$0.00
			Charge Total:	\$1,000.00 (CAD)

At this point, select “Print invoice” if you require a paper copy.

The screenshot shows a web interface for Charitable Fundraising. On the left is a navigation menu with steps 1 through 7, all marked as complete. The main content area is titled 'Step 7 Invoice - 001567' and shows a status of 'Payment Received'. A 'Print Invoice' button is visible. Below this, there are sections for 'Order Details', 'Item Details', and 'Payment Details'. The 'Order Details' section includes the order description, merchant name (FCAA), and merchant URL. The 'Item Details' section is a table with columns for Description, Product Code, Quantity, Price, and Subtotal. The 'Payment Details' section is a table with columns for Line Number, Date of Payment, Source of Payment, Reference #, and Payment Amount. At the bottom, a message states: 'Your payment is confirmed and application has been submitted for Review.'

Charitable Fundraising

Step 7 Invoice - 001567

Status: **Payment Received**

[Print Invoice](#)

Order Details

Order Description: 121879-00 - Charitable Fundraising New Application THE CHARITABLE COMPANY LTD. Merchant Name: FCAA
 Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Charitable Fundraising New Licence	1	1	\$900.00	\$900.00
GST:				\$0.00
PST:				\$0.00
HST:				\$0.00
Shipping Cost:				\$0.00
Charge Total:				\$900.00 (CAD)

Payment Details:

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	28-Aug-2019	Monetis	CP-1567-005	\$900.00
Amount Paid:				\$900.00 (CAD)
Amount Owning:				\$0.00 (CAD)

Your payment is confirmed and application has been submitted for Review.

Payable Information

Your payment is confirmed and application has been submitted for Review.

Your application has now been submitted to FCAA and the “Status” of your application will change to “In Review”.

APPLICATION STATUS

Once submitted, you will receive a notification email and the status of the application changes from “pending submission” to “in review”. Thereafter, you will receive further emails as follows:

1. More Information Requested.
2. License Approval
3. License Rejection

More Information Requested Email – If you receive such an email

1. Login to the RLS site
2. Select the ‘My Pending Submissions’ portal
3. Select the relevant licence, and respond to the information request (the event steps requiring an update are shown in yellow on the left hand side of the screen – if necessary, you will need to toggle the 3 horizontal bars to view the event pages).
4. Re-submit on the declaration page.

Licence Approval Email – if you receive such an email

5. Login to the RLS site go to the “My Active Licences/Registration” portal, select your license and then “View License” to view your approved licence. Note any conditions that apply to the licence.

License Rejection Email - If you receive such an email, your application has not been approved. You will thereafter be provided with further correspondence with reasons and be given an opportunity to be heard/appeal.

Once your license has been issued, you will receive notification in your email. Log back into RLS and find your licence under the portal to your right that says, ‘My Active Licences/Registration. Click on the + to open the portal and select your licence.



ANNUAL FILINGS/RENEWALS

You are required to file a renewal annually. You will receive a reminder about 30 days prior to this required filing. You will need to login to your account, and go the” My Licences/Registration that Require Action”. Select “Start Renewal/annual Filing”

- Update any changed information
- Declare the accuracy of the submission
- Pay the required licensing fee

APPLICATION PORTALS

My Pending Submissions – this portal contains your unfinished applications

My Submissions in Review – this portal contains your applications under review with the FCAA

My Active Licences/Registration – from this portal you can view your active licences

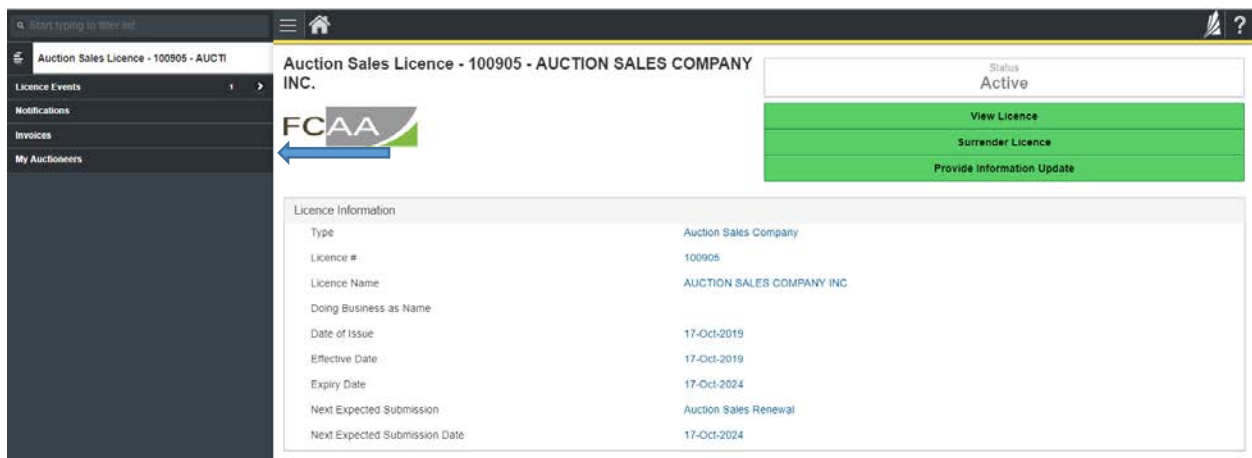
My Licences/Registration that Require Action – this portal contains your licenses or registrations that require annual filing including any required fee payment.

Managing your Auctioneers

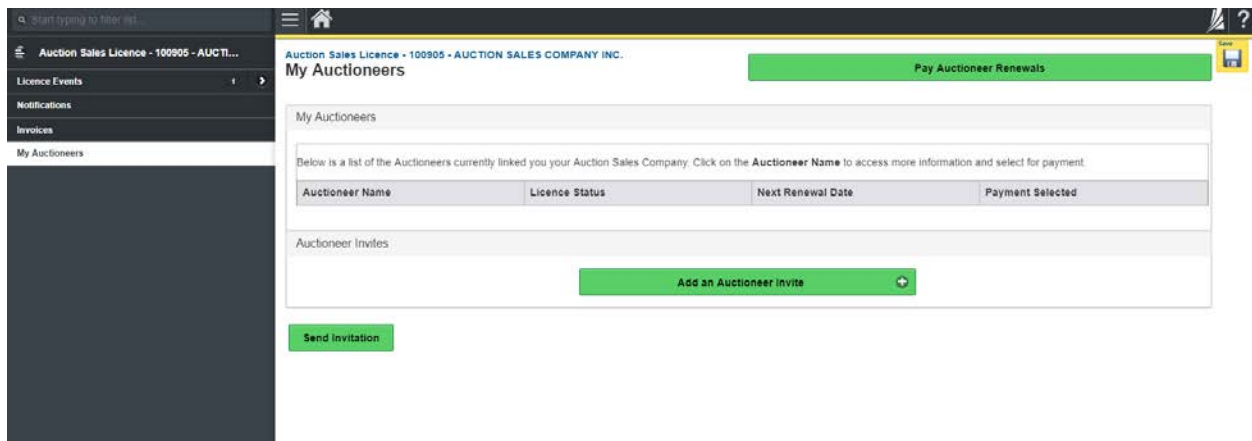
Once you are a licensed Auction Sales Company, you will be able to invite new auctioneers, renew current auctioneers, or remove auctioneers.

Invite an Auctioneer

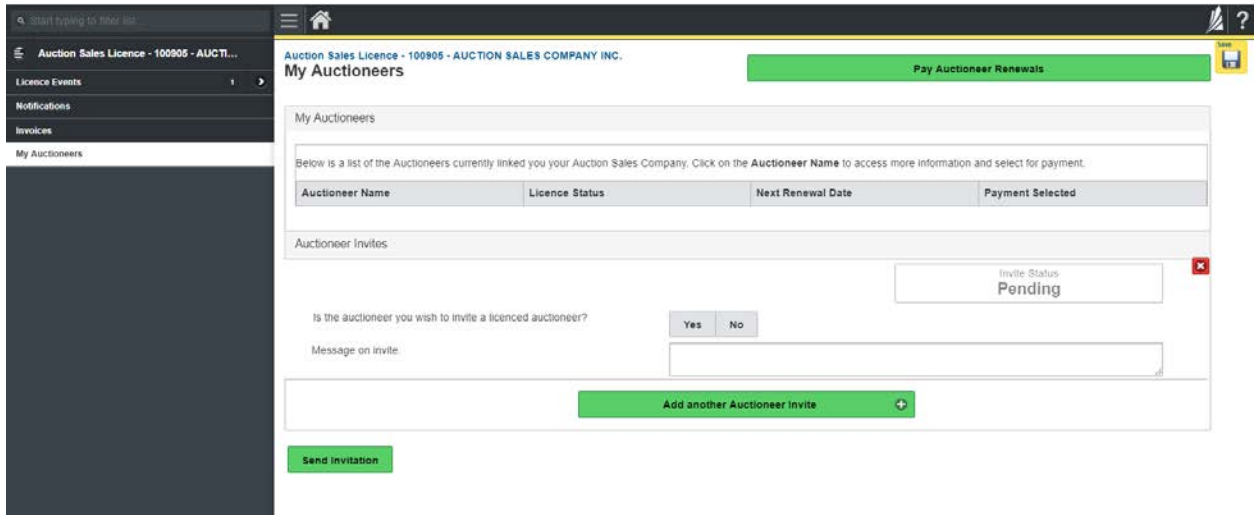
Once you are logged into your account, go to My Active Licences/Registrations and select your licence. To the left of your screen select “My Auctioneers”.



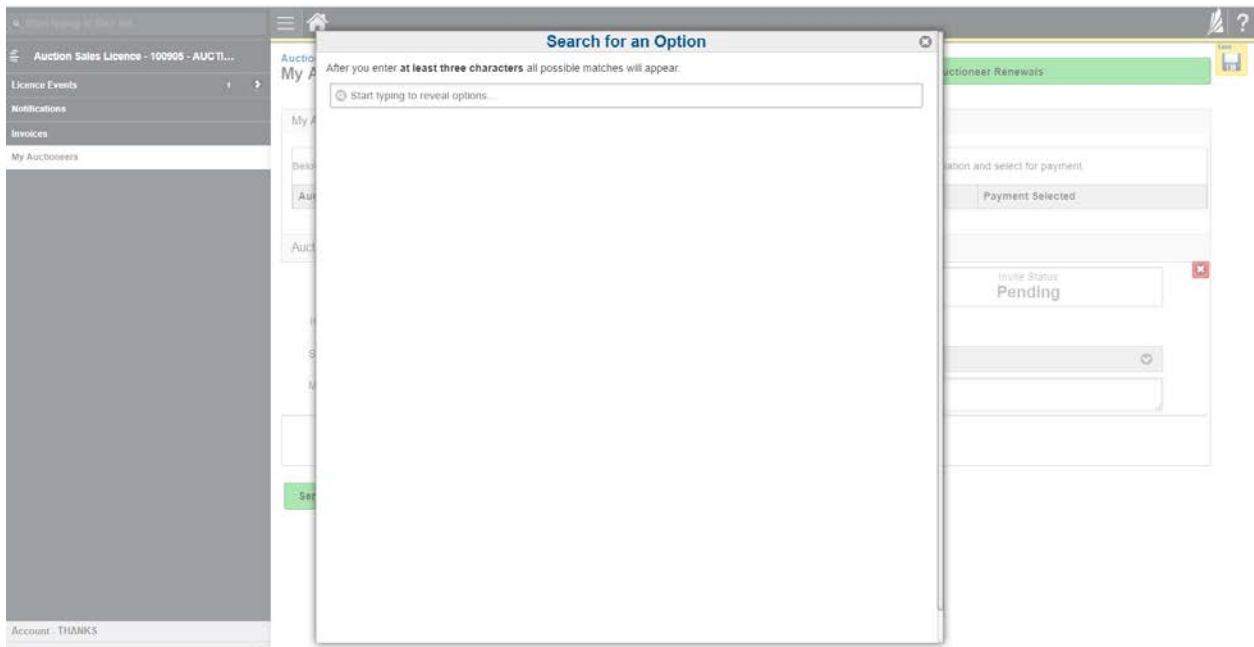
Once you have selected “My Auctioneers” your screen changes to this. If you have auctioneers they will show up on the list and you will be able to renew their licence on this page. If you do not have any auctioneers or wish to invite additional auctioneers, select the green “Add an Auctioneer invite” button



You can either select from the drop down list if they are already licensed (with a different agency) or add a new one if not already licensed.



Is the auctioneer you wish to invite a licensed auctioneer? If “yes” a list will appear and if you click on the field, search for auctioneer you wish to invite.



Type in the name of the person in the search field. Then pick a name. Type in the message on invite field. (e.g. As previously discussed, please accept this invitation to work as auctioneer for our auction sales company)

The screenshot shows the 'My Auctioneers' page for 'Auction Sales Licence - 100905 - AUCTION SALES COMPANY INC.'. The 'Auctioneer Invites' section is active, showing an invite with a status of 'Pending'. The form below the invite asks if the user wants to invite a licensed auctioneer, with 'Yes' and 'No' options. A dropdown menu for 'Select Auctioneer from list*' has 'John Adam' selected. A text area for 'Message on invite' is present, and a green button 'Add another Auctioneer invite' is at the bottom of the form.

If the auctioneer is not already licensed select “No” and provide the following information:

- First name
- Last Name
- Email Address
- Confirm Email Address
- Message on invite

This screenshot shows the same 'My Auctioneers' page, but with the 'No' button selected for the question 'Is the auctioneer you wish to invite a licenced auctioneer?'. Below this question, there are four required input fields: 'First Name*', 'Last Name*', 'Email Address*', and 'Confirm Email Address*'. The 'Message on invite' field contains the text: 'As previously discussed, please accept this invitation to work as auctioneer for our auction sales company'. The green 'Add another Auctioneer invite' button is visible at the bottom of the form.

You are now ready to send Invitation to the auctioneer. A warning message will appear “You will be required to pay for any new unlicensed persons. You will be taken to the payment page and upon payment invitations will be sent.”

Review and then select “Proceed to Payment” if you are paying by credit card.

The screenshot shows an invoice for 'Invoice - 001830' with a status of 'Pending'. The order description is 'Auctioneer Licence Management' for 'Jane Doe New Licence'. The item list shows one item with a price of \$250.00. The total charge is \$250.00 (CAD). A 'Proceed to Payment' button is visible on the right side of the page.

Order Details

Order Description: Auctioneer Licence Management
 Merchant Name: FCAA
 Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Jane Doe New Licence	1	1	\$250.00	\$250.00
				GST: \$0.00
				PST: \$0.00
				HST: \$0.00
				Shipping Cost: \$0.00
				Charge Total: \$250.00 (CAD)

Payable information:

If the required payment of licensing fees by a credit card is not supported or accepted, you will need to make alternate arrangements by contacting us at:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 500 - 1919 Saskatchewan Drive
 Regina SK S4P 4H2
 Telephone: 306-787-5550 1-877-880-5550 (toll-free) Fax: 306-787-9779
 Email: cpdlcensing@gov.sk.ca
 Web address: www.fcaa.gov.sk.ca/CPD

Checkout powered by: Moneris SOLUTIONS, Interac Online, VISA, MasterCard

Proceed to Payment

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA RLS. Please note that no full credit card numbers will be collected by FCAA RLS.

Fill out the Customer Details section, Payment Method and Payment Details. Select “Process transaction”

QA Merchant 3

Mandatory fields marked by *

Item Details

Description	Product Code	Quantity	Price
Jane Doe New Licence	1	1	\$2250.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			Total (CAD): \$250.00

Customer Details

Customer ID: THANKS

Email Address:

Note:

Billing Address

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:


Postal Code:


Phone:

Fax:

Payment Method

Please choose a payment method.

VISA 

Interac 

Payment Details



Transaction Amount: \$250.00 (CAD)
 Order ID: CP-1830-001

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name:

Card Number:

Expiry Date (MMYY):


Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Select "Back to invoice"

Home icon | Search icon | Help icon

[Back To Invoice - 001830](#) [Print](#)

Payment for Invoice - 001830
 Invoice - 001830

 OCT 18, 2019 13:38:08
Order ID: CP-1830-001

Moneris Details:

Amount: \$250.00 (CAD)	Transaction Type: PURCHASE Cardholder: Test Card Number: *****0007	Response: 01:027 - APPROVED * = Reference Number: 660109300011723180 Authorization Code: 704062
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Order Details

Order Description: Auctioneer Licence Management	Merchant Name: FCAA Merchant URL: https://fcaa-uat.saskatchewan.ca/
---	--

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Jane Doe New Licence	1	1	\$250.00	\$250.00
				Charge Total: \$250.00 (CAD)

GST: \$0.00
 PST: \$0.00
 HST: \$0.00
 Shipping Cost: \$0.00

At this point, select 'Print invoice' if you require a paper copy.

Invoice - 001830

Status: **Payment Received**

Buttons: **Print Invoice**, **Return to My Auctioneers**

Order Details

Order Description: Auctioneer Licence Management | Merchant Name: FCAA | Merchant URL: https://fcaa-uat.saskatchewan.ca/

Item Details:

Description	Product Code	Quantity	Price	Subtotal
Jane Doe New Licence		1	\$250.00	\$250.00

GST: \$0.00
 PST: \$0.00
 HST: \$0.00
 Shipping Cost: \$0.00
Charge Total: \$250.00 (CAD)

Payment Details:

Line Number	Date of Payment	Source of Payment	Reference #	Payment Amount
1	19-Oct-2019	Monero	CP-1830-001	\$250.00

Amount Paid: \$250.00 (CAD)
 Amount Owning: \$0.00 (CAD)

Your payment is confirmed and application has been submitted for Review. ←

At the bottom of page it will say "Your payment is confirmed and application has been submitted".

Once the auctioneer accepts the invitation, the application will then be processed by FCAA. If approved (generally within 7 days), the licensed auctioneer will show up in "My Auctioneers" list as shown below.

My Auctioneers

Buttons: **Pay Auctioneer Renewals**, **View Associates**

Below is a list of the Auctioneers currently linked you your Auction Sales Company. Click on the **Auctioneer Name** to access more information and select for payment.

Auctioneer Name	Licence Status	Next Renewal Date	Payment Selected
Jane Doe (100925)	Active	24-Oct-2024	

Auctioneer Invites

Buttons: **Add an Auctioneer invite**, **Send Invitation**

On this page, the Auction Sales Company can pay auctioneer renewals, view Associates or inactivate relationship.

If you select the green portal that says "View Associates", it will take you to a list of your auctioneers which contains the following information: Licence number, Name, Date issued, Expiry date, Branch Address and conditions (if any). From this page you can search for an associate. By selecting the "Action" button you can filter your associates, format your associates, or download to an excel spreadsheet, HTML, Email or Pdf.



Select back button to return to “My Auctioneers” page.

Licence #	Name	Date Issued	Expiry Date	Branch Address	Conditions
100925	Jane Doe	24-Oct-2019	24-Oct-2024	505-1919 BASKATCHEVILN DR REGINA, SK, S4P 4K2	-

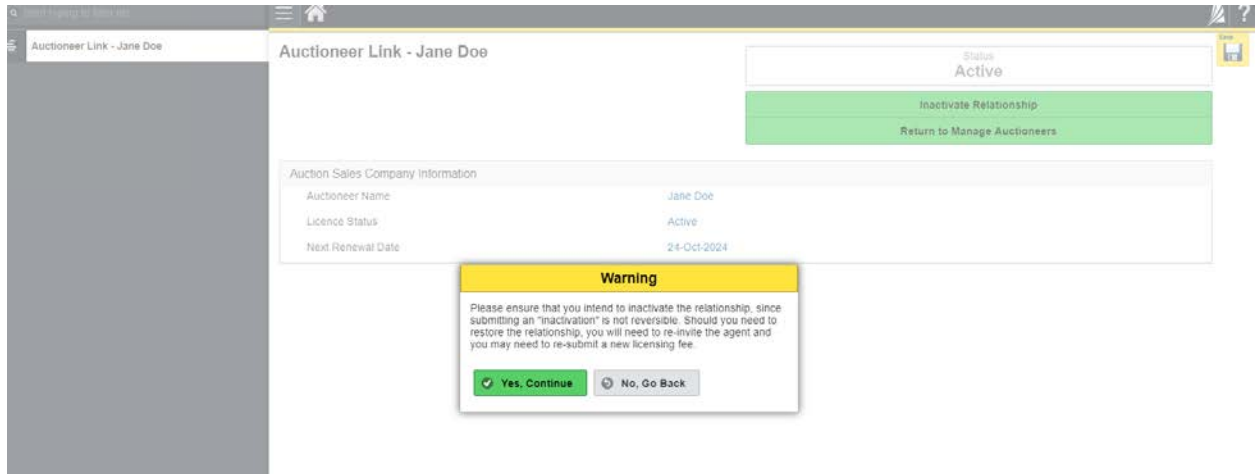
To Inactivate a relationship with an Associate, select the name in blue from the list below.

Auctioneer Name	Licence Status	Next Renewal Date	Payment Selected
Jane Doe (100925)	Active	24-Oct-2024	

It will change to this screen as seen below. Select the green portal that says, “Inactivate Relationship”.

Auctioneer Name	Licence Status	Next Renewal Date
Jane Doe	Active	24-Oct-2024

A warning will pop up that says, “Please ensure that you intend to deactivate the relationship, since submitting an “inactivation” is not reversible. Should you need to restore the relationship, you will need to re-invite the agent and you may need to re-submit a new licensing fee.

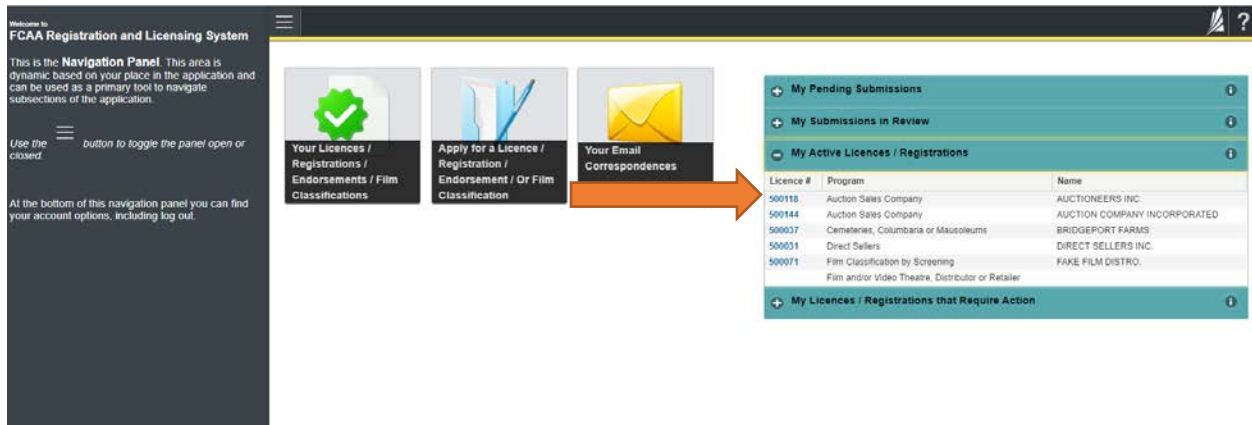


Renew an Auctioneer

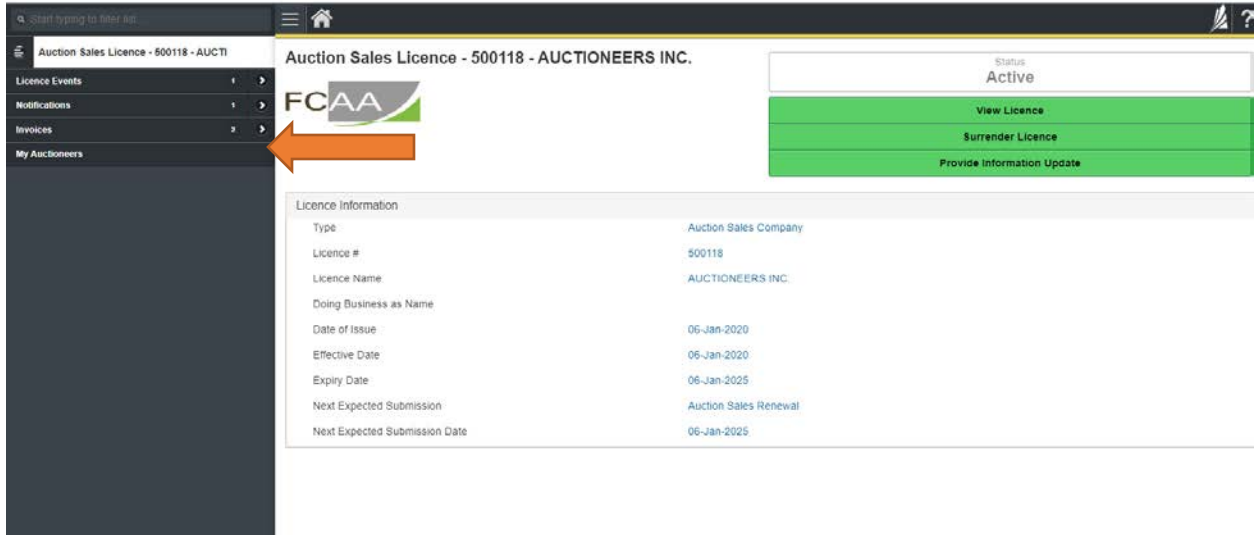
From the main screen, select My Active Licenses/Registrations from the portal as indicated by the orange arrow below.



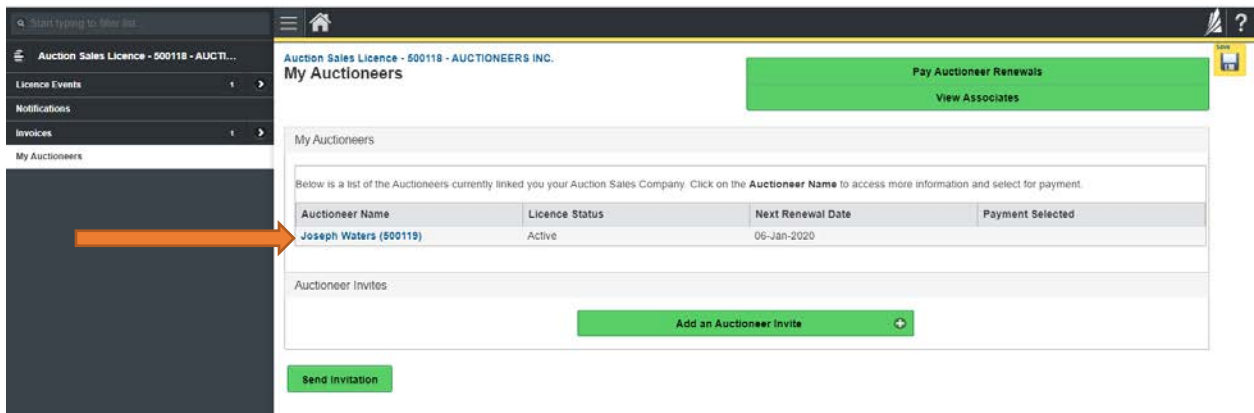
When the portal opens, select your licence. You will likely have only one license unless you are licensed under more than one program.




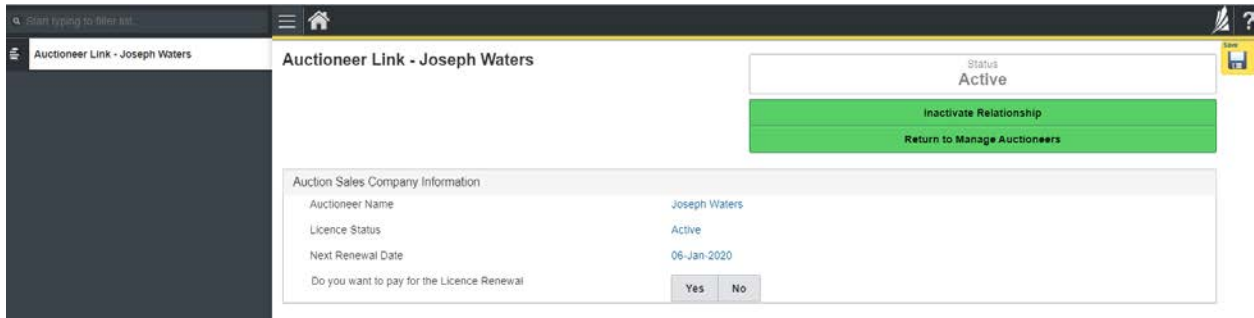
Select "My Auctioneers" to the left of the screen



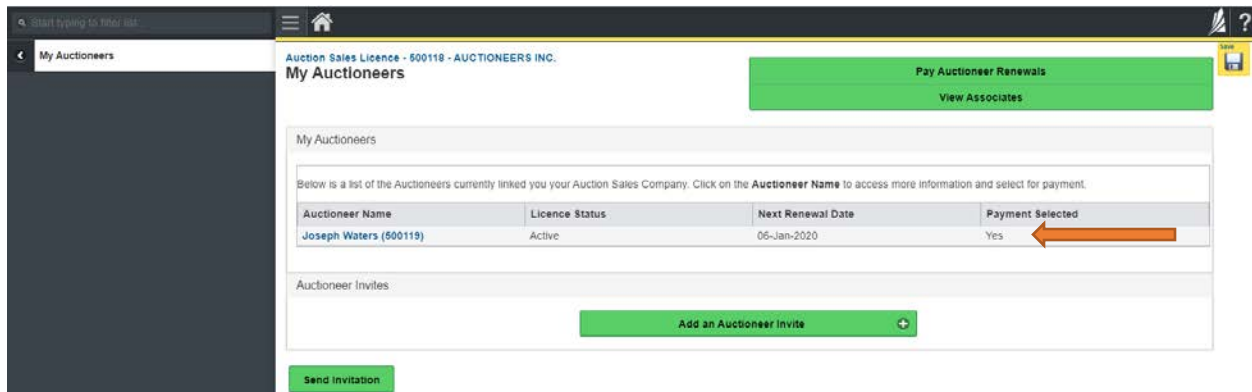
Then select "My Auctioneers" as seen below and select the name in blue that they want to renew.



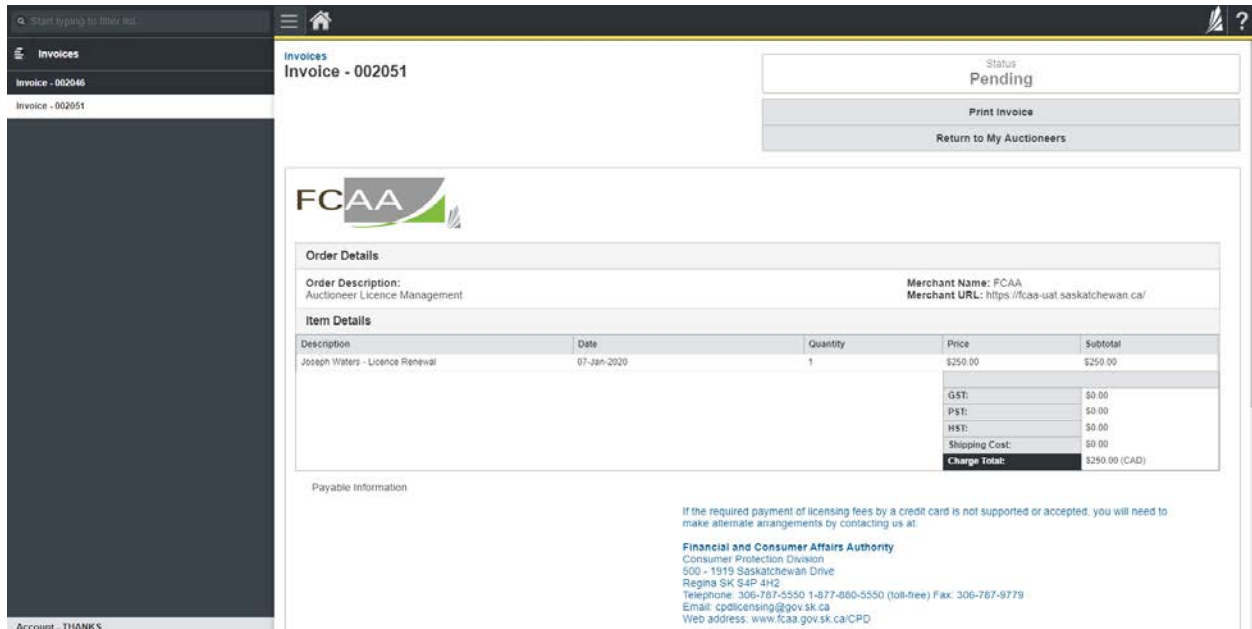
The screen will then look like the one below. Select "Yes", select  "save" at the top right. Then Select the green button that says "Return to Manage Auctioneers".



In the list of auctioneers you will see that the salesperson you are paying now has a yes appearing in the column “Payment selected”. Select the green button that says, “Pay Auctioneer Renewal”.



The screen will change to this one below. Select “proceed to payment” at the bottom.



These alternate payment arrangements may delay a review and/or the approval of your submission to allow for manual processing of the payment.

When you contact us please have your "submission number" (it can be found on your RLS screen). Afterwards, we will set your Registration and Licensing system (RLS) filing status to "Invoice Payment Pending" which will allow you to continue with your submission. If you do not contact us, the RLS system will not permit you to continue with your submission.

Thereafter, you will need to make arrangements to submit payment of the fees through the mail using a money order or a cheque drawn on a financial institution. Note, the associated licensing invoice, generated from the RLS must be attached with the cheques or money orders so that we can associate your payment with the correct submission. If the invoice is not attached, your payment and submission cannot be processed.

The money order or cheque should be made out to the Minister of Finance (Saskatchewan) and sent with the RLS invoice to:

Financial and Consumer Affairs Authority
 Consumer Protection Division
 500-1919 Saskatchewan Drive
 Regina SK S4P 4H2
 CANADA



Proceed to Payment

By pressing "Proceed to Payment" you will be transferred to an external site powered by Moneris in order to process your payment. The processing of your payment will be subject to the terms, conditions and privacy policies of the payment processor. By choosing to use make a payment using this service, you agree to pay us, through the payment processor, the listed "Charge Total". You must provide current, complete and accurate billing information. The billing address and transaction result will be collected by FCAA.RLS. *Please note that no full credit card*

Fill out the customer details and payment method.

QA Merchant 3

Mandatory fields marked by *

Item Details			
Description	Product Code	Quantity	Price
Joseph Waters - Licence Renewal	1	1	\$5250.00
			Shipping: \$0.00
			GST: \$0.00
			PST: \$0.00
			HST: \$0.00
			Total (CAD): \$250.00

Customer ID: THANKS

Email Address:

Note:

Billing Address:

First Name:

Last Name:

Company:

Address:

City:

Prov/State:

Country:

Postal Code:

Phone:

Fax:

Payment Method

Please choose a payment method

Once the payment has been made you will be taken back to this screen. Select "back to invoice".

Payment for Invoice - 002051
Invoice - 002051

JAN 08, 2020 14:43:22
Order ID: CP-2051-008

Moneris Details
 Amount: \$250.00 (CAD) Transaction Type: PURCHASE
 Cardholder: Test Reference Number: 560114080019222770
 Card Number: *****0007 Authorization Code: 120112

Order Details
 Order Description: Auctioneer Licence Management Merchant Name: FCAA
 Merchant URL: https://fcaa-ust.saskatchewan.ca/

Item Details

Description	Date	Quantity	Price	Subtotal
Joseph Waters - Licence Renewal	07-Jan-2020	1	\$250.00	\$250.00

GST: \$0.00
 PST: \$0.00
 HST: \$0.00
 Shipping Cost: \$0.00
Charge Total: \$250.00 (CAD)

At this point, you can print invoice if required. Below the invoice will say that “Your payment is confirmed and application has been sent for review.” The status of the invoice will say “Payment Received”.

Invoices
Invoice - 002046
Invoice - 002051

Invoice - 002051

Status: **Payment Received**

Print Invoice
Return to My Auctioneers

Order Details
 Order Description: Auctioneer Licence Management Merchant Name: FCAA
 Merchant URL: https://fcaa-ust.saskatchewan.ca/

Item Details

Description	Date	Quantity	Price	Subtotal
Joseph Waters - Licence Renewal	07-Jan-2020	1	\$250.00	\$250.00

GST: \$0.00
 PST: \$0.00
 HST: \$0.00
 Shipping Cost: \$0.00
Charge Total: \$250.00 (CAD)

Payment Details

Receipt #	Date	Source	Reference #	Cheque #	Payment Amount
002051-1	08-Jan-2020	Moneris	CP-2051-008		\$250.00

Amount Paid: \$250.00 (CAD)
 Amount Owning: \$0.00 (CAD)

Comments

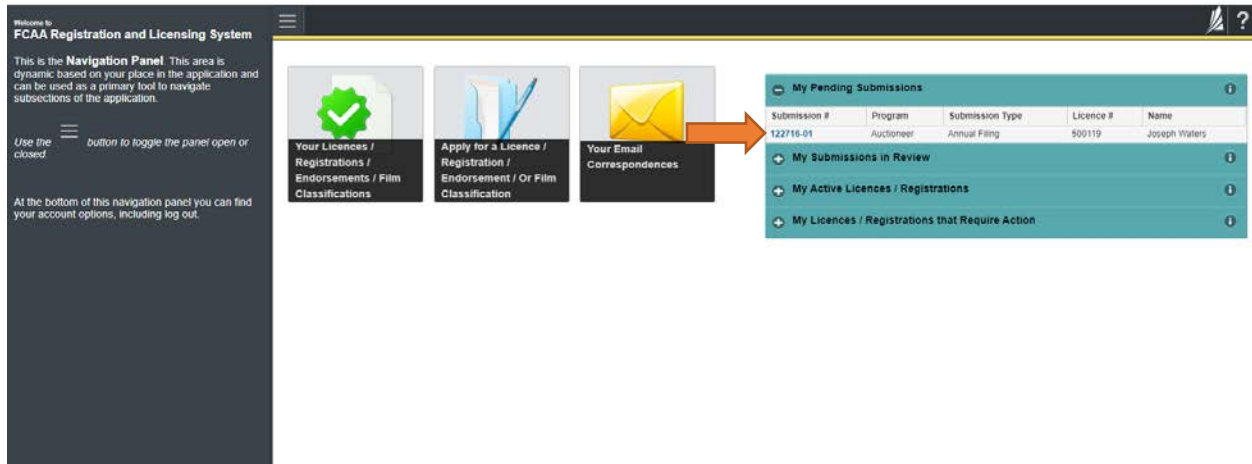
Receipt #	Name of Payee	Comments
002051-1		002051 -


Account - THANKS
Go to my profile

Your payment is confirmed and application has been submitted for Review.

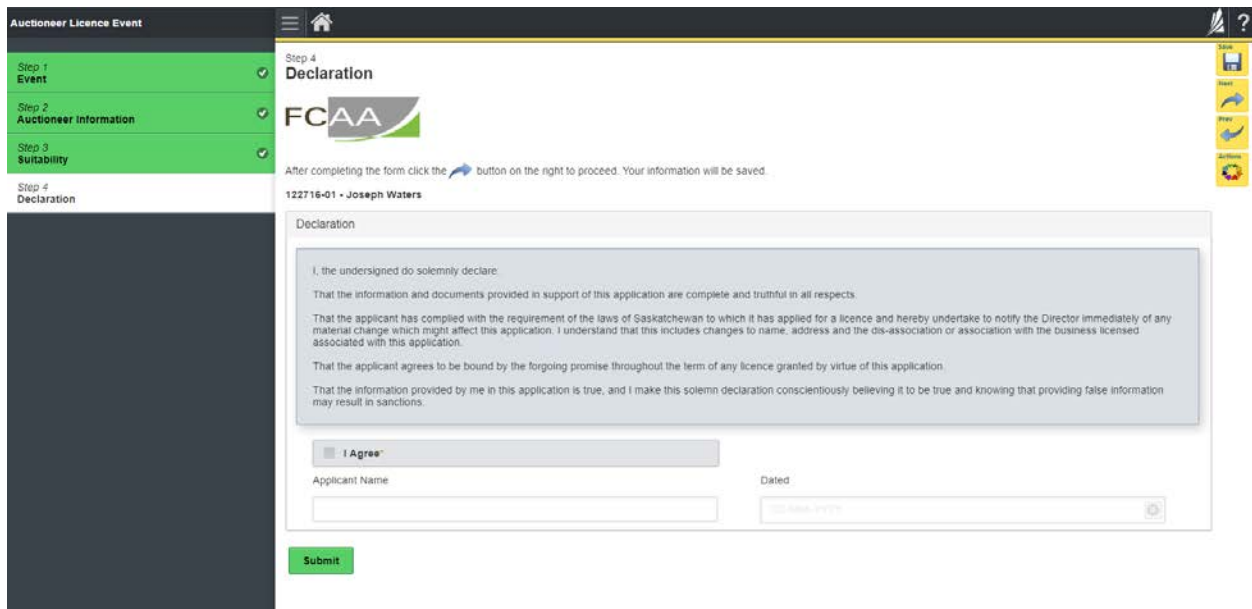
The auctioneer will be notified by email that FCAA has received an Auctioneers licence application/Renewal payment made on the auctioneer’s behalf.

The auctioneer will log into their RLS account and go into the portal “My pending Submissions” and Select the submission number for the Annual Filing.



This will take the auctioneer to their application to review all the steps with their information and make changes if necessary. On each step, review and make changes or not then select next 

At step 5, Declaration – they will need to select the “I agree” box and select the “submit” button.



The renewal application has been submitted to FCAA and will be in contact with the applicant if further information is required.

The screenshot shows a web application interface for an 'Auctioneer Licence Event'. On the left, a sidebar lists four steps: Step 1 Event, Step 2 Auctioneer Information, Step 3 Suitability, and Step 4 Declaration. All steps are marked with a checkmark. The main content area is titled 'Step 4 Declaration' and features the FCAA logo. Below the logo, a message states: 'After completing the form click the [arrow icon] button on the right to proceed. Your information will be saved.' The user's application ID '122718-01 - Joseph Waters' is displayed. The 'Declaration' section contains a text box with the following text: 'I, the undersigned do solemnly declare: That the information and documents provided in support of this application are complete and truthful in all respects. That the applicant has complied with the requirement of the laws of Saskatchewan to which it has applied for a licence and hereby undertake to notify the Director immediately of any material change which might affect this application. I understand that this includes changes to name, address and the dis-association or association with the business licensed associated with this application. That the applicant agrees to be bound by the forgoing promise throughout the term of any licence granted by virtue of this application. That the information provided by me in this application is true, and I make this solemn declaration conscientiously believing it to be true and knowing that providing false information may result in sanctions.' Below this text, the applicant's name 'Joseph Waters' and the date '08-Jan-2020' are listed. A green arrow points to a message: 'Please note that our office has received your submitted application. Our office will be in contact with you if further information is required. Thank you.' At the bottom, there is a green 'Back to Home' button. On the right side of the page, there are three small icons: a question mark, a refresh icon, and a search icon.