

RLS Licensing Application Information for Auctioneers

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

Table of Contents

SPECIAL NOTE1

BEFORE YOU BEGIN.....1

AUCTIONEER APPLICATION3

 Step 1 – Primary Contact.....3

 Step 2 – Auctioneer Information.....4

 Step 3 – Suitability for Licensing5

 Step 4 – Declaration.....6

APPLICATION STATUS8

ANNUAL FILINGS/RENEWALS9

APPLICATION PORTALS9

RENEWING YOUR AUCTIONEER’S APPLICATION10

SPECIAL NOTE

Auctioneer licensing applications, licensing renewals 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. These additional links will be valuable:

- 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

To become a licensed auctioneer, you must be invited by a licensed Auction Sales Company. The Auction Sales Company sends you an invitation through RLS and pays the fees on your behalf.

Prior to responding to the invitation, if you do not have an RLS User ID and password, you must go and create one. Only if you have a RLS User ID and password, you would then continue on with responding to the invitation.

The invitation (email) is sent to your email address and looks something like this:

Dear Jane Doe

AUCTION SALES COMPANY INC. has informed the Office of the Registrar, The Auctioneers Act at the [Financial and Consumer Affairs Authority](#) that you have been invited to join their organization as an auctioneer. If you are prepared to accept this invitation please select the "Respond to Invitation" icon below.

You will then be re-directed to the Financial and Consumer Affairs Authority's (FCAA) online Registration and Licensing System (RLS). This system has been designed to simplify the process of applying for and managing auctioneer licenses.

You will be required 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 complete the RLS process to be licensed as an auctioneer you will need:

- To log into the RLS portal
- To complete and file an application and obtain a license using the RLS procedure
- To hold and maintain a valid email address,
- To provide relevant information when requested
- To provide updates of any change to information provided during the application process.

If you become dis-associated with the licensed auction sales company, your license will become inactive until you become re-associated with the same or another licensed auction sales company.

As a reminder, unless otherwise exempted by law, in-order to conduct an auction sale, auctioneers must first be licensed in Saskatchewan and be associated with a licensed auction sales company.

You have been invited by AUCTION SALES COMPANY INC. to be an Auctioneer for their Auction Sales Company.

As previously discussed, please accept this invitation to work as auctioneer for our auction sales company

[Respond to Invitation →](#)

Registrar's 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: www.fcaa.gov.sk.ca

Click on the "Respond to the invitation"

-If you already have a user Id and password that was sent to you from FCAA go ahead and log in. If you don't have a user Id and password you will need to Register.

-Once you have logged into RLS you can proceed to accept or reject the invitation.

Auctioneer Invite

Auction Sales Company Information

Auction House Name AUCTION SALES COMPANY INC.

The Auction Sales Company listed above has stated that you are an Auctioneer for his Auction Sales Company. By accepting this invitation you are declaring that this is true.

Auctioneer Invite Details

Is the auctioneer you wish to invite a licensed auctioneer?	No
First Name	Jane
Last Name	Doe
Email Address	...
Confirm Email Address	...
Message on invite	As previously discussed, please accept this invitation to work as an auctioneer for our auction sales company.

Invite Status
Pending Acceptance

Accept Invitation Reject Invitation

You are now ready to complete the application.

Auctioneer Application

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

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

The screenshot shows the 'Auctioneer Licence Event' application interface. The top navigation bar includes a home icon and a status box indicating 'Pending Submission'. The left sidebar lists four steps: Step 1 (Event), Step 2 (Auctioneer Information), Step 3 (Suitability), and Step 4 (Declaration). The main content area displays 'Step 1' with the submission number '122384-00 - ATN - NEW' and the FCAA logo. Below the logo, there is a message: 'After completing the form click the button on the right to proceed. Your information will be saved.' The form is divided into two sections: 'Submission Information' and 'Primary Contact Information'. The 'Submission Information' section shows 'Submission Number: 122384-00' and 'Licence Event Type: New Application'. The 'Primary Contact Information' section contains a text box with instructions: 'Please provide the contact information for the person who should receive communication and information from the FCAA regarding this request. If the primary contact is the same as the registered user, select "Yes" below. If the primary contact for this request is someone other than the registered user, select "No" below, and complete the required information boxes.' Below this is a question: 'Are you the primary contact person for this application?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted. Below the question are input fields for 'Prefix', 'First Name*' (Jane), 'Last Name*' (Doe), and 'Middle Name'. There are also empty input fields for 'Title / Position', 'Email Address*', and 'Phone Number*' (with a format hint '() - x').

Step 2 – Auctioneer Information

Please provide the following information:

- Applicant’s Date of birth
- Applicant’s place of birth, City, Province, Country
- Applicant’s full mailing address, street/P.O. Box, City, Postal Code, Province
- State the name of the auction sales company for which you intend to act as an auctioneer



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

The screenshot shows the 'Auctioneer Information' form in the FCAA system. The interface includes a top navigation bar with 'Auctioneer Licence Event', a sidebar with steps (Step 1: Event, Step 2: Auctioneer Information, Step 3: Suitability, Step 4: Declaration), and a main content area. The FCAA logo is visible. A message states: 'After completing the form click the  button on the right to proceed. Your information will be saved.' The form fields are as follows:

- Auctioneer Information**
 - I **Jane Doe** hereby apply for a licence under *The Auctioneers Act*.
 - Applicant Date of Birth: DD-Mon-YYYY (calendar icon)
 - Applicant's Place of Birth**
 - City: [text input]
 - Province: [dropdown menu]
 - Country*: [dropdown menu]
 - Applicant's Full Mailing Address**
 - Street/P.O. Box: [text input]
 - City: [text input]
 - Postal Code: [text input]
 - Province: [dropdown menu]
- Auction Sales Company Information**
 - State the name of the auction sales company for which you intend to act as an auctioneer.* [text input]

Step 3 – 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 applicant had a business licence refused, suspended or cancelled under the laws of any province territory, state or count, if “Yes” please provide details. Otherwise say “No”.

Indicate if the applicant has been convicted of a criminal offence. If “yes” provide details.

- Last Name
- Do you have a criminal record check (CRC) to upload (you must say “yes” to this question and upload the CRC)
- Indicate the effective date of the CRC
- Attach by uploading the CRC

If you do not have a criminal record select “No” and provide a reason why

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.

Auctioneer Licence Event

Step 1 Event ✓

Step 2 Auctioneer Information ✓

Step 3 Suitability

Step 4 Declaration ✓

Step 3 Suitability for Licensing

FCAA

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.

122384-00 - Jane Doe

Licensing History

During the past ten years, has the applicant had a business licence refused, suspended or cancelled under the laws of any province, territory, state, or country? Yes No

Please provide details:*

Criminal Record Details

Has the applicant been convicted of a criminal offence under the Criminal Code of Canada within the previous 10 years? Yes No

Please provide 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.

First Name* Last Name* Do you have a CRC to upload?* Yes No

Effective date

Upload criminal record

Step 4 – Declaration

Read the declaration and if in agreement click “I Agree”. Then select the green button that says “submit”.

Auctioneer Licence Event

Step 4
Declaration

FCAA

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

122384-00 - Jane Doe

Declaration

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.

I Agree

Applicant Name

Dated

Submit

Your application has now been submitted to FCAA and your application will change to “In Review”. You will also receive a notification from FCAA to confirm your submission has been received by FCAA.

Auctioneer Licence Event

Step 4
Declaration

FCAA

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

122384-00 - Jane Doe

Declaration

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.

Yes

Applicant Name **Jane Doe**

Dated **18-Oct-2019**

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.

Back to Home

If you go “Back to Home” , you should be able to see your application under the portal, “My submission in Review”.

Welcome to
FCAA Registration and Licensing System

This is the Navigation Panel. This area is dynamic based on your place in the application and can be used as a primary tool to navigate subsections of the application.

Use the  button or swipe the screen to toggle the panel open or closed.

At the bottom of this navigation panel you can find your account options, including log out.

Your Licences / Registrations / Endorsements / Film Classifications

Apply for a Licence / Registration / Endorsement / Or Film Classification

Your Email Correspondences

My Pending Submissions

My Submissions in Review

Program	Submission #	Submission Type	Licence #	Name	App Status
Auctioneer	122354.00	New Application	Not Assigned	Jane Doe	In Review

My Active Licences / Registrations

My Licences / Registrations that Require Action

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 one or more 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

The Auction Sales Company will receive notification of your renewal 30 days prior to your renewal. When the Auction Sales Company sends you an invitation and pays the required fees you will receive an email to log into your account and start the renewal process.

- Update any changed information
- Declare the accuracy of the submission

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

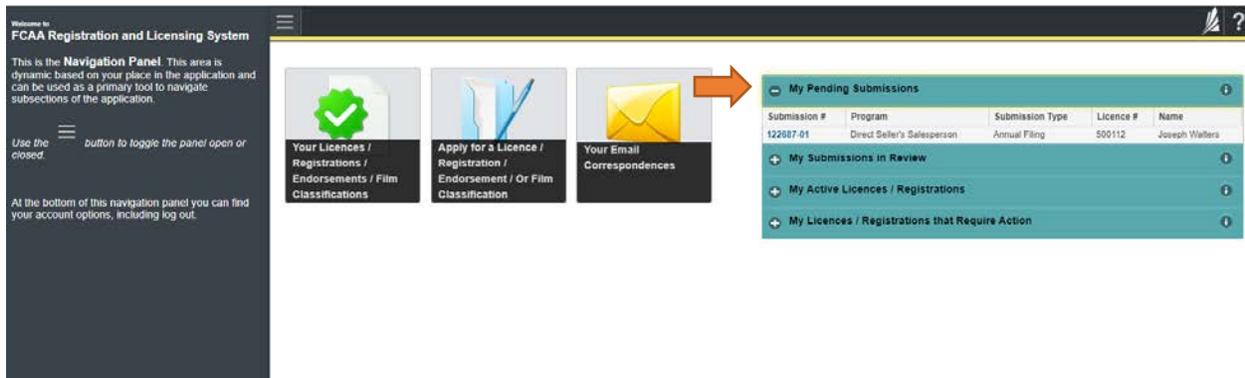
My Active Licences/Registration – from this portal you can view your active licences

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

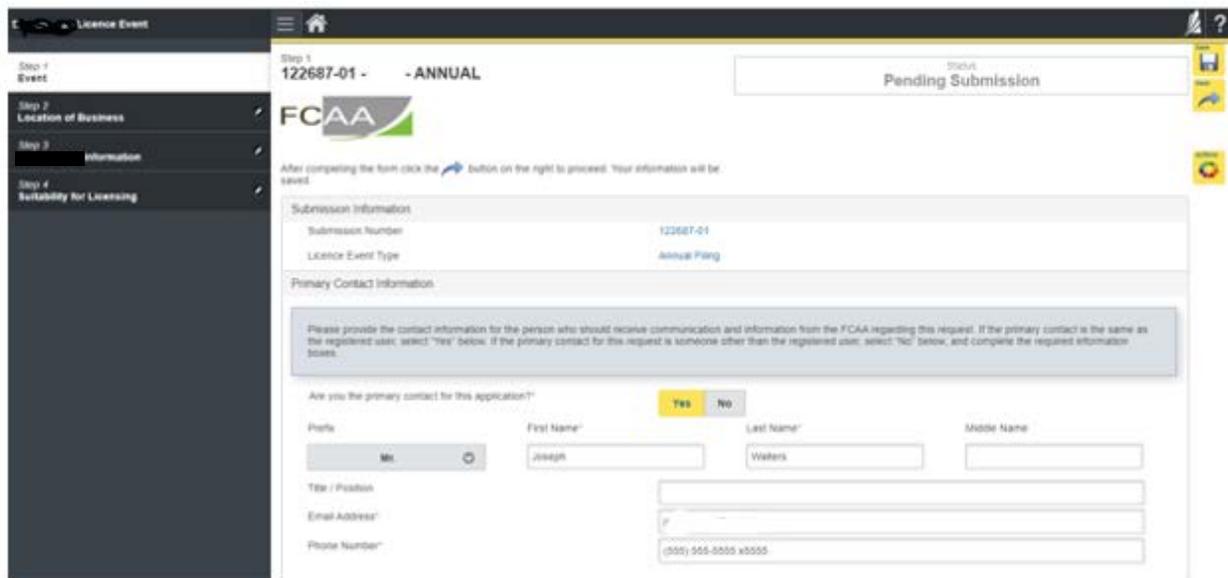
Renewing your Auctioneer’s Application

The company who you represent must start the renewal process in Registration and Licensing System (RLS). Once they have gone through the process, you will receive an email from FCAARLS@gov.sk.ca letting you know the company you represent has made payment on your behalf and you will need to log into RLS and complete the renewal application. The following information describes the process:

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 screenshot shows the 'Auctioneer Licence Event' interface. On the left, a sidebar lists steps: Step 1 Event, Step 2 Auctioneer Information, Step 3 Suitability, and Step 4 Declaration. The main content area is titled 'Step 4 Declaration' and features the FCAA logo. Below the logo, there is a text box with a declaration statement: '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 is an 'I Agree' checkbox, which is currently unchecked. To the right of the checkbox are fields for 'Applicant Name' and 'Dated'. At the bottom left of the form is a green 'Submit' button.

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

This screenshot shows the same 'Auctioneer Licence Event' interface as the previous one, but with the application submitted. The 'I Agree' checkbox is now checked. The 'Applicant Name' field contains 'Joseph Waters' and the 'Dated' field contains '08-Jan-2020'. Below the form, a green arrow points to a confirmation 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 right of the form is a green 'Back to Home' button.

The auctioneer will receive an email message that confirms their submission has been received and will be reviewed by our office. Shortly, you will receive one or more of the following notices:

1. Requests for additional information.
2. Approval.
3. Denial of Application Notice.