

# Payday Lender Annual Licence Renewal Instructions

Please read the instructions in their entirety before completing and submitting the application and any supporting materials. These instructions relate to the licence renewal application form, and set out the supporting information to be provided by an applicant requesting a payday lender licence renewal under *The Payday Loans Act*, (the "Act"). Also every applicant should exercise care in completing the application form. Extra care will avoid processing delays which occur when applications must be returned because of incomplete answers or incorrect fees.

This Renewal form is to be used for renewal of existing Saskatchewan payday lender licences. If you do not currently hold an active payday lender licence in Saskatchewan, please use the Payday Lender Licence Application Kit instead of this licence renewal kit.

Applicants are encouraged to submit the completed documentation **no later than one (1) month prior to the licence expiry date**. Lenders operating without a licence are subject to prosecution.

Renewal applications will be processed upon receipt of all required information and documentation. All lenders are required to complete the entire application. Please note that as part of the licence renewal process, the Director, Consumer Credit Division, (the "Director") may require the applicant to provide additional information.

## A complete Licence Renewal Application will include ALL of the following items:

- Licence Renewal Application form completed; statutory declaration signed and notarized
- Annual licence fees (\$3,000 per licensed location)
- Location Addendum completed for each licence for which a renewal is requested

## Licence Renewal Form

The items correspond to the fields of the application form:

1. **Legal name of applicant:** please provide the complete legal name of the payday lender as evidenced in the articles of incorporation, partnership agreement, or any other similar legal document. Please ensure your registry information and filing is current.
2. **Operating Name:** if the payday lender will be operating using a business / trade / DBA (doing business as) name other than its legal name please include that name as you would like it to appear on your licence. All business names must be current with the Corporate Registry maintained by Information Services Corporation. Section 34 of the Act prohibits licensees from carrying on business under a name other than as set out on their licence.
3. **Contact Person:** Section 16 of the Act requires applicants and licensees to notify the Director in writing of certain changes. Please indicate name and title of the person responsible for monitoring and reporting changes in the information contained in the application.
4. **Head Office:** please provide the address for the head office of the applicant and associated contact information. All general correspondence will be sent to this address.
5. **Address for Service:** the address for service must be a location in Saskatchewan that maintains regular business hours and has staff available to receive documents. Typically this address would be one of the applicant's licensed business locations or a law firm in Saskatchewan. This address cannot be a post office box number. Section 6 of the Act requires every applicant to provide an address for service in Saskatchewan, and section 16 of the Act requires every licensee to immediately notify the Director in writing of a change to an address for service.

6. **Fees enclosed:** Pursuant to section 4 of the Regulations, an annual licence fee of \$3,000 per licensed location must be submitted for each licence; the Location Addendum form must be included for each location.

Section 14 of the Act establishes that a licence is valid for one year from the date of issuance. Refunds are not issued for any licenses cancelled or surrendered within the licence period.

Make all cheques payable to the Minister of Finance. A \$25 service charge will be applied for any cheque returned from your financial institution due to insufficient funds.

7. **Personal Disclosures:** Check the appropriate boxes. If you are unsure about the nature or result of any judicial, regulatory or administrative proceeding that impacts on the answer to a question, consult legal counsel. Any "Yes" answers must be accompanied by an explanation in detail as requested.
8. **Business Disclosures:** Check the appropriate boxes. If you are unsure about the nature or result of any judicial, regulatory or administrative proceeding that impacts on the answer to a question, consult legal counsel. Any "Yes" answers must be accompanied by an explanation in detail as requested.

## Location Addendum

Section 5 of the Act requires a payday lender to obtain a separate licence for each location from which the payday lender will carry on business in Saskatchewan. In fulfillment of this requirement, applicants must attach to the application form a completed Location Addendum with respect to each location from which the applicant intends to carry on business as a payday lender in Saskatchewan. Licences will only be issued for a location specified in a Location Addendum.

If the applicant offers or arranges payday loans to borrowers located in Saskatchewan through the Internet, by fax, email or phone, the applicant must obtain a licence for the location from which the payday loans are offered or arranged. Payday loans are offered or arranged from the physical location at which the applicant's representatives who correspond or communicate with borrowers for the purposes of processing loan applications are located.

## General Remarks

Every applicant for a licence should become familiar with the Act and the Regulations.

Should you require a copy of the Act and the Regulations, please contact **Queen's Printer** at:  
**Telephone:** 1-800-226-7302 (Sask. residents only); (306) 787-6894; **Fax:** (306) 798-0835  
**E-mail:** [qprinter@justice.gov.sk.ca](mailto:qprinter@justice.gov.sk.ca) **Internet:** <http://www.qp.gov.sk.ca>

Financial and Consumer Affairs Authority of Saskatchewan  
Consumer Credit Division  
Suite 601, 1919 Saskatchewan Drive, Regina, Saskatchewan S4P 4H2

Phone: (306) 787-6700 Fax: (306) 787-9006  
Email: [fid@gov.sk.ca](mailto:fid@gov.sk.ca)

# Payday Lender Licence Renewal Application Form

Processing delays may result from incomplete applications. False or material misstatements made in this application or in any accompanying material submitted may result in prosecution as an offence and/or a refusal, suspension or cancellation of the payday lending licence. Location Addendum must accompany this application.

1. **Legal name** of applicant: \_\_\_\_\_

2. **Operating name** (DBA) of applicant: \_\_\_\_\_

3. **Contact person** responsible for reporting changes to any information in this licence application to the Director:

Last Name		First Name		Title
( )	( )			
Telephone #		Fax #		Email Address

4. **Head office** address:

Number	Street	City, Province	Postal Code
( )	( )		
Telephone #		Fax #	
		Email Address	

5. **Address for service** in Saskatchewan:  Same as Head Office address above, or

, Saskatchewan

Number	Street	City, Province	Postal Code
( )	( )		
Telephone #		Fax #	
		Email Address	

6. **Fees enclosed** (\$3,000 *per location*): \$ \_\_\_\_\_ Number of location addendum(s) attached: \_\_\_\_\_

7. **Personal Disclosures:** During the past ten years, has the applicant, any partner, director, officer or employee of the applicant:

- been charged with or convicted of a criminal offence?  No  Yes
- been charged with or convicted of an offence under the laws of any other jurisdiction, excluding traffic offences?  No  Yes
- made an assignment for the benefit of creditors, or become legally insolvent, or been adjudged a bankrupt or filed a petition in bankruptcy?  No  Yes
- had a licence or registration refused, suspended, conditioned, or cancelled under the laws of any province, territory, state or country?  No  Yes
- been the subject of disciplinary action by any licensing regulatory authority under the laws of any province, territory, state or country?  No  Yes

***If "yes", please use a separate sheet to provide details, specifically, dates, fines imposed, and actions taken.***

8. **Business Disclosures:** During the past ten years, has the applicant, or any partner, director, officer or substantial shareholder (10% or more) of the applicant been a partner, director, officer or substantial shareholder (10% or more) of a firm or corporation that has:
- been charged with or convicted of a criminal offence?  No  Yes
  - been charged with or convicted of an offence under the laws of any other jurisdiction, excluding traffic offences?  No  Yes
  - made an assignment for the benefit of creditors, or become legally insolvent, or been adjudged a bankrupt or filed a petition in bankruptcy?  No  Yes
  - had a licence or registration refused, suspended, conditioned, or cancelled under the laws of any province, territory, state or country?  No  Yes
  - been the subject of disciplinary action by any licensing regulatory authority under the laws of any province, territory, state or country?  No  Yes

***If “yes”, please use a separate sheet to provide details, specifically, dates, fines imposed, and actions taken.***

**Where the Applicant is an Individual:**

I, the undersigned, consent to the Director, Consumer Credit Division, (the “Director”) requesting any criminal record searches and also authorize and request any and all former employers and any other person requested to furnish to the Director, or any agent acting on the Director’s behalf, any information they may have concerning my creditworthiness, character, ability, business activities, educational background, general reputation, and, in the case of former employers, my employment history with them and the reason for my leaving them. I hereby release each such employer and each such other person from any and all liability of whatever nature by reason of furnishing such information to the Director or any agent acting on the Director’s behalf.

I understand that the Director may also request additional information from the applicant to enable the Director to evaluate this application.

I understand that I have certain duties and obligations imposed on me by the Act and it is my responsibility to fully comply with these duties and obligations.

**Where the Applicant is a Partnership or Corporation:**

I, the undersigned as representative of the applicant, authorize the Director to verify any information pursuant to this application from any source. I understand that the Director may require further information in order to evaluate this application, and I consent to the Director collecting any additional information as required.

**All Applicants**

In addition to the foregoing, I the undersigned (individual or representative of the applicant, as the case maybe):

- acknowledge and agree that all information provided to or received by the Director as part of the application process may be used or disclosed to any person by the Director or the Financial and Consumer Affairs Authority of Saskatchewan where the use or disclosure is related to the performance of the responsibilities and exercise of the powers given to the Director or the Financial and Consumer Affairs Authority of Saskatchewan by the Act, the regulations there under or by any other financial services legislation as that term is defined in *The Financial and Consumer Affairs Authority of Saskatchewan Act*, (Saskatchewan) or where the use or disclosure is for the purposes of the administration or enforcement of any other legislation of Canada or any province or territory of Canada;
- irrevocably and unconditionally submit to the non-exclusive jurisdiction of the judicial, quasi-judicial and administrative tribunals of Saskatchewan and any administrative proceeding in Saskatchewan, in any action

or proceeding arising out of or related to or concerning my licensing pursuant to the Act or my business activities in Saskatchewan.

Further, and without limiting my obligations under the Act, I agree to comply with any demand for the production of any books, papers, documents, correspondence, communications or records of my business (the "records") by the Director pursuant to the Act by delivering the records to the office of the Director located in Saskatchewan upon demand.

### STATUTORY DECLARATION

I, the undersigned, an authorized representative of the applicant, do solemnly declare as follows:

1. That the information and documents provided in support of this application are complete and truthful in all respects.
2. That the applicant has complied with the requirements 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 that might affect this application.
3. That the applicant agrees to be bound to the forgoing promises throughout the term of any licence granted by virtue of this application.
4. I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

Declared before me at the \_\_\_\_\_ of  
(City, Town, Village, R.M. etc)  
\_\_\_\_\_ in the Province of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_



\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
Print Name and Position and Title

\_\_\_\_\_  
(Commissioner or Notary Public name)

A Commissioner for Oaths in and for the Province of

\_\_\_\_\_  
My commission expires \_\_\_\_\_.

Or:

A Notary Public in and for the Province of

\_\_\_\_\_  
My appointment expires \_\_\_\_\_.

# Payday Lender Licence Renewal Application

## Location Addendum

*NOTE: A separate Location Addendum is required for each location from which payday lending business is conducted in Saskatchewan. Please make copies of this page as required.*

<b>For Office Use Only</b>	
Entity Number _____	Licence Effective Date _____
Licence Approved By: _____	Approval Date: _____

1. **Licence number:** \_\_\_\_\_ **Date licence expires:** \_\_\_\_\_
2. **Legal name** of applicant: \_\_\_\_\_
3. **Operating name** (DBA) of applicant: \_\_\_\_\_
4. **Store** or **branch** location, company reference number (if applicable): \_\_\_\_\_
5. **Physical address** (street address or legal description – do not use a box number):

Number	Street	City, Province	Postal Code
( )	( )		
Telephone #	Fax #	Email Address	

6. **Mailing address** (for the LOCATION – include a box number if applicable):  Same as physical address above, or

Number	Street	City, Province	Postal Code
( )	( )		
Telephone #	Fax #	Email Address	

7. **Location Contact Information:**

- a. Name and position: \_\_\_\_\_
- b. Alternate contact(s): \_\_\_\_\_
- c. Contact phone number:  Same as physical address above, or \_\_\_\_\_
- d. Contact email address:  Same as physical address above, or \_\_\_\_\_

8. **Location of records:**  Same as physical address above, or

Number	Street	City, Province	Postal Code
( )	( )		
Telephone #	Fax #	Email Address	