



## Instructions for Completing Form 2

**Form 2 – Personal is to be completed by every director of a corporate mortgage broker.**

### **Part A**

**This form:** Is an exhibit to Form 1 (c).

#### **(1) Type of License, Registration or Approval Requested**

- (a) Category of registration applied for: *Exhibit to Corporate Mortgage Broker Application - Director.*
- (b) Under the *Mortgage Brokers Act* of British Columbia.

#### **(2) Applicant**

- (a) **Full Legal Name:** Provide your **full legal name** including middle name(s).
- (b) **Residence Address:** Complete your full residential address. You must also include a postal code.
- (c) **Telephone Number:** Your home telephone number (10 digits) is required. Cellular numbers and email addresses are optional.
- (d) **Address for service:** An address for service is the address at which legal documents can be delivered. **The *Mortgage Brokers Act* requires each applicant to provide an address for service in British Columbia and to promptly notify the Registrar of any changes in that address.** An address for service may be your residence or your place of business.
- (e) **Not applicable.**

#### **(3) Intended Employer or Sponsor**

- (a) **Full legal name of intended employer or sponsor:** Complete with the full legal name of the mortgage broker registrant.
  - i) **Business Address:** Provide the full address of the mortgage broker registrant including the postal code.
  - ii) **Telephone Number:** The telephone number must be 10 digits. A fax number is optional.
- (b) **Not applicable.**

### **Part B**

#### **(4) Personal History**

If the answer to (d) or (e) is YES, attach **an exhibit** to your application. The exhibit must be dated and signed disclosing the required information.

- (a) **Date of Birth:** Complete with month, date and year.
- (b) **Citizenship:** Complete with country of citizenship.
- (c) **Place of Birth:** Include the city and country.

- (d) **Residency History:** If you have lived outside of Canada, provide location(s) and dates of residency by way of an exhibit to your application.
  - (e) **Previous Name(s):** If you have been known by any other names, including name changes resulting from marriage, divorce, court order or other process provide the full name(s) by way of an exhibit. Also include the date(s) of change(s).
- (5) **Employment History:** Your employment history must be completed up to and including the present date. Give a full five-year history, **noting any self-employed or unemployed periods.**

### **Part C**

#### **(6) Prior Licensing or Registration**

- (a) If you have been licensed or registered in British Columbia or elsewhere under the Acts listed or similar legislation, you must indicate the applicable legislation, the dates of registration, and the province, state or country of licensing or registration.
- (b) If you have been refused a license or registration, or have had a license or registration suspended or cancelled under any of the Acts listed or legislation mentioned in (a), give full particulars and describe any penalties imposed in an exhibit attached to this application.

#### **(7) Criminal Proceedings, Bankruptcy and Judgements**

If you answer yes to any of these questions, attach an exhibit, signed and dated outlining the information requested. Use the same numbering as on the application.

- a) **Criminal Proceedings:** Give full particulars and describe any penalties imposed. Specify the offence, indicate whether you were convicted or the disposition of the charge. Describe any penalties imposed and whether you are currently serving a criminal sentence, including parole or probation. In addition, include information on the circumstances under which the charges were laid and if applicable, specific information as to the exact date of the conviction and the court in which the conviction occurred.

**Note that offences under such Federal Statutes as the *Income Tax Act (Canada)* and the *Immigration Act (Canada)* constitute criminal offences and must be disclosed when answering this question. It should be noted that pleas or finding of guilt for impaired driving are Criminal Code (Canada) matters and must be disclosed. Where you have pleaded guilty or been found guilty of an offence, such an offence must be reported even though an absolute or conditional discharge has been granted.**

You are not required to disclose any offences for which a pardon has been granted under the *Criminal Records Act (Canada)* and such pardon has not been revoked. Under such circumstances, the appropriate response would be "No".

- b) **Bankruptcy:** Where an applicant is an undischarged bankrupt, submit a copy of the assignment in bankruptcy and a list of all creditors. Or where an applicant is a discharged bankrupt, submit proof of discharge.
  - c) **Pending Legal Proceedings:** Include a copy of the statement of claim and a copy of the statement of defense.
  - d) **Judgements:** Submit a copy of each judgement, provide the amount outstanding and repayment arrangements for each judgement.
- (8) **Certification:** Ensure you have signed the statement of certification.

**Certificate of Approval by intended Employer or Sponsor:** The designated individual or another director of the mortgage broker registrant must also sign the required statement of certification.