

***The Auctioneers Act***  
**Instructions on Applying for an Auction Sales Company Licence**

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

- a) a registered name;
- b) an appropriate bond, and
- c) a completed application form.

1. **Name registration:**

All corporations and operating (business) names must be registered with the Corporate Registry of the Information Services Corporation (ISC). Phone 306-787-2962 for information on this procedure.

2. **Bonding requirements:**

**Unless otherwise required, the usual bond amount is \$25,000.** PLEASE NOTE: 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 document. As an alternate bonding source, the Saskatchewan Auctioneers Association may be contacted at:

Box 773,  
North Battleford, SK S9A 2Y9  
Phone 306-441-2265

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

- a Director (if a corporation)
- all Partners (if a partnership)· an Individual (if a sole-proprietorship)

If the bond is through the Saskatchewan Auctioneers Association, the Association must forward confirmation directly to the Consumer Protection Division.

3.(a) **Complete all pages of the application in full.**

There are two types of applications:

- Application as an Auction Sales Company (3 pages)
- Application as an Auctioneer (2 pages) - see #6 on the next page

Please note, the **designated mailing address** (section 4 on the application) is used for mailing of correspondence from the Consumer Protection Division for routine correspondence, information, complaints and renewal notice.

Consumer Protection Division **requires an email address for the business.**

3.(b) **Notice required of all changes on the application**

Written notice to Consumer Protection Division is required, where any changes occur that affect or change the information on the application.

4. **Licence fees** are as follows:

**Licenses are valid for five years from date of issue unless otherwise suspended or cancelled. Auction Sales Company \$1,000 (includes one person named as designed official/auctioneer) Auctioneer \$250 (other than the designated official).**

5. **Mail** the following to this office:

- Completed application form(s) - with signatures.
- Licence fee(s) in the correct amount - see #4 above.
- Original bond signed and sealed by bonding company along with the signature(s) of director(s) (if corporation); all partners (if partnership); or the owner (if sole-proprietorship).

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

6. **GENERAL INFORMATION:**

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 and 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 of any property. A licensed auctioneer may act for any licensed auction sales company.

7. **General Remarks - The application information is to be legible or it will be returned.**

Every applicant for a licence should become familiar with the Act and Regulations. Also every applicant should exercise care in completing the application form. Extra care will avoid delays which occur when applications must be returned because of incomplete answers, incorrect fees.

A complete copy of [The Auctioneers Act](#) is available free of charge online at [gp.gov.sk.ca](http://gp.gov.sk.ca) or for a nominal fee for a print copy contacting the Office of the Queen's Printer at Telephone: 1-800-226-7302 (Sask. residents only) 306-787-6894 Fax: 306-798-0835 E-mail: [qprinter@gov.sk.ca](mailto:qprinter@gov.sk.ca)

**The Auctioneers Act**  
*Application for Auction Sales Company Licence*

You must submit your completed application, supporting documents, and Payment Information Form to:

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

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**Licence fee \$1,000 for a five year term.**

Make cheque payable to the Minister of Finance or complete credit card information on the enclosed payment information form. There is a \$45 service charge for any cheque returned from your financial institution.

1. Business Name  ISC Entity Number   
Must be an active registration with the Corporate Registry of Information Services Corporation

2. Legal Name -- Select one of the following legal name types.

Corporation Name   
Must be an active registration with the Corporate Registry of Information Services Corporation

Sole Proprietorship   
Must be a legal name

Partnership Name  ISC Entity Number   
Must be an active registration with the Corporate Registry of Information Services Corporation

Provide names of all partners:

Partner Name

Partner Name

Partner Name

Partner Name

Partner Name

Check box if you have continued on a separate page.

3. Full physical address and postal code.  
(If in a rural area, leave a legal land description, incl. RM name and number.

Phone  Fax

Email (Required)

Website

4. If you prefer to receive mail from FCAA at a different address than the business location, provide the full address and postal code in the space provided. PO Boxes are acceptable.

5. Provide a Saskatchewan address for serving of legal documents.

Same as business location provided in item 3.       Same as address provided in item 4.

Alternate address for serving of legal documents. Include the name of the person/law firm as well as their location or mailing address.

Phone  Fax

Email

6. (a) 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.[see section 6 in the instruction pages].

*Full Name and full residential address of the Designated Official (include the postal code)*

Phone  Fax  Email

(b) Has the designated official been convicted of a criminal offense within the previous 10 years? *(Note: Statements respecting criminal records are subject to verification)*

Yes (Attach details on separate page)       No

7. Name(s) of the person(s) appointed to authorize auctioneer's applications to act on behalf of the auction sales company (section 8 of the Act.) Provide name(s) and sample signature(s) of the person(s):

| First Name<br>(Please PRINT) | Last Name | Signature |
|------------------------------|-----------|-----------|
|                              |           |           |
|                              |           |           |
|                              |           |           |

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

Yes (Attach details on separate page)  No

9. Has the sole proprietor, any partner, or any director/officer of the corporation been convicted of a criminal offence within the previous 10 years? (Note: Statements respecting criminal records are subject to verification)

Yes (Attach details on separate page)  No

**10. Authorization for Criminal Record Check**

To be completed by all proprietors, partners, directors, and officers.

I authorize the Registrar or his designate to obtain a criminal record check during the time of application, or period of licence granted pursuant to this application and any renewals.

Check box if you have continued on a separate page.

| Legal Name<br>(Include maiden names separately) | Place of Birth | Date of Birth<br>(yyyy/mm/dd) | Signature |
|---|----------------|-------------------------------|-----------|
|   |                |                               |           |
|   |                |                               |           |
|   |                |                               |           |

**DECLARATION**

I solemnly declare 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 and licence cancellation.

I hereby authorize the Consumer Protection Division to collect additional information from other government regulators and law enforcement agencies, as well as former and current employers (if applicable), to complete and verify information provided in this form.

I will provide the Consumer Protection Division with written notice, when any changes occur that affect or change the information on the application.

I also hereby consent to the Consumer Protection Division sharing information collected under this application and *The Auctioneers Act* with regulating authorities in other jurisdictions.

Print Name of Applicant

Dated

\_\_\_\_\_  
Signature of Applicant  
(Must be signed by a person authorized to sign on behalf of the business )

**The Auctioneers Act**  
*Auctioneer Licence application*

You must submit your completed application, supporting documents, and Payment Information Form to:

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

**Licence fee \$250 for a five year term.**

Make cheque payable to the Minister of Finance or complete credit card information on the enclosed payment information form. There is a \$10 service charge for any cheque returned from your financial institution.

1. I hereby apply for a licence under *The Auctioneers Act*.

First Name  Middle Name  Last Name   
Maiden Name (If Applicable)

2. State the name of the auction sales company for which you intend to act as an auctioneer.

3. (a) Applicant's date of birth      (b) Applicant's place of birth

yyyy/mm/dd         City  Province  Country

(c) Applicant's Gender      M/F

(d) Applicant's Full Residential Address (include postal code, telephone number, and e-mail address, if any)

Residential Address

Phone  Fax  E-Mail

(e) Has the applicant been convicted of a criminal offence under the Criminal Code of Canada within the previous 10 years?

Yes  No       Statements respecting criminal records may be checked.

**4. AUTHORIZATION FOR CRIMINAL RECORD CHECK** (To be completed by the Applicant) - include Maiden Name above if applicable

I authorize the Registrar or his designate to obtain a criminal record check during the time of application, or period of licence granted pursuant to this application and any renewals:

Name (Printed)       Signature \_\_\_\_\_

# Auctioneer Licence Application

## 5. Authorization of Application by Sponsoring Company/Business

The following grants authorization for the above named individual to represent the auction sales company:

Name  
(Printed)

Signature of authorized official  
for company.

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Date

## DECLARATION

I solemnly declare 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 and licence cancellation.

I hereby authorize the Consumer Protection Division to collect additional information from other government regulators and law enforcement agencies, as well as former and current employers (if applicable), to complete and verify information provided in this form.

I will provide the Consumer Protection Division with written notice, when any changes occur that affect or change the information on the application.

I also hereby consent to the Consumer Protection Division sharing information collected under this application and *The Auctioneers Act* with regulating authorities in other jurisdictions.

Print Name of Applicant

Dated

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Signature of Applicant

### Processing delays may result if:

- ◆ **The application is not completed properly**
- ◆ **Any of the information requested is not included**

**The Auctioneers Act**  
*Licence Application Payment Information Form*

Accepted methods of payment are in Canadian dollars only:

- Visa or Mastercard
- Cheque or Money Order payable to the Minister of Finance
- Debit cards (in person only)

Submit your completed application, supporting documents, and Payment Information Form to:

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

Phone: 306-787-5550

Fax: 306-787-9779

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**Select Method of Payment**

- Cheque attached                       Debit Card (in-person)
- Money Order attached               Credit Card

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**Credit Card Payment Information**

Total Amount Authorized

- Mastercard       Visa

Card Number

Expiry Date    
mm / yy

Cardholder's Name

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Cardholder's Signature

**For your security, fax, mail, or call in your credit card information.**