

LICENSING HIGHLIGHTS

Our new system came into effect on January 1, 1997 and provides for the issuance of a one-time licence. This means licences have no expiry dates. New licence certificates are not issued annually.

- A licence remains in effect until the licensee returns it to our office for cancellation, sponsorship is terminated or we suspend or cancel it for cause. (Sponsors will be notified of returned, suspended, and cancelled licenses).
- A licensee must file an Annual Return and pay an annual fee for the licence to stay in good standing. With the exception of licences issued as a result of amalgamations, Annual Returns are due by the end of the month in which a licence became effective (e.g. licence issued effective June 15, 1998 - first Annual Return due by June 30, 1999, with subsequent returns due by June 30 each year).
- Failure to file an Annual Report and pay the annual fee by the required date may result in licence suspension, and where necessary licence cancellation.
- Sponsors should note this means:
 - a) their sponsored licensees will have different filing dates based on the effective date shown on each licence;
 - b) a new licence is not issued annually; and
 - c) we will notify you of a returned, suspended, or cancelled licence.
- Licensees requiring written verification of their licence status may:
 - a) obtain a copy of their licence showing the date the copy was produced; or
 - b) obtain a Certificate of Authority.
- Where a licensee changes sponsor:
 - a) the sponsor must file a Notice of Termination of Sponsorship form within 2 business days;
 - b) the licensee must complete a new application for licensing and return the existing licence; and
 - c) upon approval the new application we will issue a new licence and the old licence will be cancelled.
- A licensee may apply for re-classification to a higher level licence where the relevant qualifications are achieved. Re-classification may take place:
 - a) any time during the year by completing a new application for licence; or
 - b) at Annual Return filing time by attaching the required documentation as indicated on the licensee's Annual Return Form.The existing licence must also be returned.
- Upon approval of the higher level licence, we will issue a new licence. The old licence will be cancelled.
- Where re-classification is applied for at the time the Annual Return is filed, the annual fee of \$125 will be applied to the new licence. The month end that the Annual Filing is due will not change.
- Where re-classification is applied for other than at the time the Annual Return is filed, a \$125 licence fee is required. When the new licence is issued, the Annual Return filing date will move to the end of the month in which the new licence became effective.
- Please make cheques payable to the *Newfoundland Exchequer Account*.
- Questions concerning the above may be directed to the telephone number listed below.

(2000-07-20)