

## CHANGE OF NAME OF LEGAL ENTITY (AGENCY)

**Submit your application:**

- **Online** via the special section **APPLY ONLINE (COVID-19)** on **bspquebec.ca**.
- **By mail** to the following address:  
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2.

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**Only applications sent electronically or by mail will be processed;  
NO APPLICATIONS SHALL BE RECEIVED IN PERSON.**

Thank you for your understanding.

**Notice:** Not filling out all sections of this form or not sending all required documents or payment could lead to the inadmissibility of your application and return of your documents, and / or significantly delay the processing of your application.

## FORM - CHANGE OF NAME OF LEGAL ENTITY (AGENCY)

### IMPORTANT

This form is to inform the Bureau de la sécurité privée of the change of name of a legal entity holding an agency licence. However, if the change of name occurs in the context of a transaction modifying the agency's legal identity, such as a merger or a change of legal entity form, please inform us in writing at [info@bspquebec.ca](mailto:info@bspquebec.ca).

### SECTION A: AGENCY IDENTIFICATION

Previous name of legal entity

Québec Enterprise Number (NEQ)

BSP File No. or Agency Licence No.

Representative's surname

Representative's first name

Date of birth

Y Y Y Y M M D D

### SECTION B: AGENCY CHANGE OF NAME

New name of legal entity

Effective date of change of name of legal entity: YYYY / MM / DD

Does this change of name involve the addition of other names (corporate names) under which the agency operates?

No  Yes, specify:

(Add a sheet if necessary. Please note those names will appear on the agency's licence and in the Register of Licence Holders.)

### SECTION C: DOCUMENT TO ENCLOSE

Enclose copy of the *Déclaration de mise à jour* or *Certificat de modification* issued by the Registraire des entreprises du Québec.

### SECTION D: ACCES TO INFORMATION AND PROTECTION OF PERSONAL INFORMATION

Personal information is collected for the purpose of the application of the *Private Security Act* and will only be used for this purpose. This information will be available only to employees if required in the performance of their duties. This information can be disclosed to third parties within the limits of the *Act respecting Access to documents held by public bodies and protection of Personal information*, or with the consent of the person to whom the information relates.

### SECTION E: REPRESENTATIVE'S DECLARATION

I declare that all the information provided herein is accurate and complete, and that any change modifying that information will be communicated to the Bureau de la sécurité privée **without delay**.

In witness whereof, I have signed: \_\_\_\_\_

Representative's signature

Date | Y | Y | Y | Y | M | M | D | D |

## SECTION F: PAYMENT SHEET

### INFORMATION ON THE AGENCY

Québec Enterprise Number (NEQ)

BSP File No. or Agency Licence No.

### PAYABLE FEES (Pricing effective from January 1<sup>st</sup>, 2021)

All of the agency's licences must be reprinted to reflect the legal entity's change of name.

Check the box corresponding to each class for which the agency holds a licence, and indicate the number of establishments in Québec for each of those classes. Multiply by the unit price for the printing of a licence and write the result on the line on the right. Then, add up each total per class and write the total amount to pay where indicated.

| Agency licence class(es)                             | Unit Price* | Number of establishments<br>in Québec |       | Total per class |
|--|-------------|---------------------------------------|-------|-----------------|
| <input type="checkbox"/> Security guarding           | \$29.03     | X                                     | _____ | = \$ _____      |
| <input type="checkbox"/> Investigation               | \$29.03     | X                                     | _____ | = \$ _____      |
| <input type="checkbox"/> Locksmith work              | \$29.03     | X                                     | _____ | = \$ _____      |
| <input type="checkbox"/> Electronic security systems | \$29.03     | X                                     | _____ | = \$ _____      |
| <input type="checkbox"/> Transport of valuables      | \$29.03     | X                                     | _____ | = \$ _____      |
| <input type="checkbox"/> Security consulting         | \$29.03     | X                                     | _____ | = \$ _____      |

\*Unit price per licence copy : \$25.25 + \$1.26 GST + \$2.52 QST = \$29.03

GST number (5%): 817788656 QST number (9,975%): 1216343481

Total to pay: \$

### METHODS OF PAYMENT

Select a method of payment for this transaction:

**Interac e-Transfer** (Recipient: Bureau de la sécurité privée, Email: comptabilite@bspquebec.ca, Security Question: reason for payment, Security Answer: permis, Reason: Your agency's BSP file number)

**Check payable to the Bureau de la sécurité privée** (no post-dated cheques accepted)

**Bank or postal money order payable to the Bureau de la sécurité privée**

**Payment card:**

Mastercard

Mastercard Prepaid

American Express

Visa

Visa Prepaid

Visa Debit

Card number

Exp (MM/YY)

N° CVV2\*

\*N° CVV2: Security number of 3 or 4 digits on the back of your credit card.

Card holder's surname

Card holder's first name

**AUTHORIZATION** - I authorize the Bureau de la sécurité privée to charge on my card the required amount for the processing of this application.

Date

Card holder's signature

Phone number