

CHANGE OF NAME OF LEGAL ENTITY (AGENCY)

To file your application:

Portal Accès Agence

This application can be **completed directly online via the portal Accès Agence**, a fast, secure and user-friendly solution for filing most applications on behalf of an agency.

To register or view your agency's file, visit the portal Accès Agence at **aces-bsp.bspquebec.ca**.

By mail

Send this form and all documents to the following address:
1611 Crémazie Boulevard East, Suite 500, Montréal, Québec H2M 2P2

BEFORE PROCEEDING

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.

Please read the following instructions carefully:

- The form must be filled out, dated and signed by the agency representative duly nominated to act as such.
- All pages must be filled out, including the payment sheet.
- The representative must read the declaration (Section E), date and sign where indicated.
- Written information must be neat, legible and in block letters.

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 acquisition, please inform us in writing at 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: ACCESS 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 on : Y | Y | Y | Y | M | M | D | D

Representative's signature

SECTION F: PAYMENT SHEET

INFORMATION ON THE AGENCY

Québec Enterprise Number (NEQ)	BSP File No. or Agency Licence No.
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PAYABLE FEES (Pricing effective from January 1, 2023)

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*	X	Number of establishments in Québec (including head office)	Total per class
<input type="checkbox"/> Security guarding	\$32.48	X	_____	= \$ _____
<input type="checkbox"/> Investigation	\$32.48	X	_____	= \$ _____
<input type="checkbox"/> Locksmith work	\$32.48	X	_____	= \$ _____
<input type="checkbox"/> Electronic security systems	\$32.48	X	_____	= \$ _____
<input type="checkbox"/> Transport of valuables	\$32.48	X	_____	= \$ _____
<input type="checkbox"/> Security consulting	\$32.48	X	_____	= \$ _____

* Unit price per licence copy : \$28.25 + \$1.41 GST + \$2.82 QST = \$32.48
 GST number (5%): 817788656 QST number (9,975%): 1216343481

Total to pay: \$

METHODS OF PAYMENT

Select a method of payment for this transaction:

Payment card:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Mastercard | <input type="checkbox"/> Mastercard Prepaid | <input type="checkbox"/> American Express |
| <input type="checkbox"/> Visa | <input type="checkbox"/> Visa Prepaid | <input type="checkbox"/> 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
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AUTHORIZATION - I authorize the Bureau de la sécurité privée to charge on my card the required amount for the processing of this application.

_____	Date	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">Y</td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; text-align: center;">M</td> <td style="border: 1px solid black; width: 20px; text-align: center;">D</td> <td style="border: 1px solid black; width: 20px; text-align: center;">D</td> </tr> </table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D			
Card holder's signature	Telephone									

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)

Cheque payable to the Bureau de la sécurité privée
 (mail-in application only - no post-dated cheques accepted)

Bank or postal money order payable to the Bureau de la sécurité privée
 (mail-in application only)