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**CEMETERY, CREMATORIUM
 & FUNERAL SERVICE**
**Notice of Change
 Business Information**

BUSINESS INFORMATION

Licensee Name: _____
 Doing Business As: _____
 Licence Number: _____ Effective Date of Change: _____

TYPE OF CHANGE

Change of Licensed Location Address **Fee Required******

- Provide the municipal business licence for the new address.
- An inspection may be required prior to licensing.

Change of Mailing Address

Change of Corporate Office Address

Change of Corporate Name: Addition / Deletion of Trade Name **Fee Required******

- Provide certificate from BC Registrar of Companies certifying the change

Change of Off-Site Refrigeration for the Storage of Human Remains

- Provide a copy of the [Refrigeration Contract Statutory Declaration](#) signed by yourself and the provider

Change of Person in Charge of Location

Change of Phone, Fax, Email Address

Change of Fiscal Year End

- Provide approval letter of filing change from Canada Revenue Agency

DETAILS OF CHANGE

From: _____ **To:** _____

AUTHORIZED SIGNING OFFICER

Signature _____ Print Name _____
 Date _____ Title _____

APPLICATION FEE

[Cemetery See Fee Schedule](#)**

[Crematoriums Fee Schedule](#)**

[Funeral See Fee Schedule](#)**

Payments can be made by **Cheque, Money Order** or **Credit Card** (Visa, MasterCard and American Express)

Use the [credit card authorization form](#) for credit card payments.

Please note [Application fees](#) are non-refundable.

A service charge will be applied for any dishonoured payments.

Email the completed form, applicable attachments and application fee to businesspractices@consumerprotectionbc.ca