

Changes to Your Registration

Do any of these changes apply to your registration and renewal this year?

- a) leaving the industry for a period of time
- b) changing the brokerage with which you are currently registered
- c) registering a new brokerage with the Commission
- d) changing the designation/category of your registration (from salesperson to branch manager, for example)
- e) establishing a new branch office
- f) amending your name
- g) amending the name of your brokerage.

If so and you will be changing the status of your registration prior to July 1, then consider that these are **special circumstances** and the Commission recommends that you follow the procedure outlined below:

- **Do not** log-in and renew your registration online
- Contact the Commission office, Registration Department (info@srec.ca), in early June to discuss the process required to effect the noted change in your registration.

Remember, once renewals are processed, registration fee refunds are not granted except in extraordinary circumstances. An administration fee of \$100.00 applies at any time when changing brokerages or registration status.

Please Note:

Registration renewals are now accessible online (beginning May 16). Registrations must be renewed by all registrants by midnight, June 30 in order to maintain uninterrupted active registration status.

Before registrations can be renewed, registrants must have:

- Completed annual CPD for the 2016/17 registration year.
 - Annual CPD must be completed by May 31 of each registration year. An extension to the CPD deadline may be granted if applied for in writing to the Registrar. If the extension is granted, an *extension fee of \$300* will be levied and must be paid prior to re-registration.
- Filed a complete Brokerage Annual Financial Report (if a broker).
 - Annual Financial Reports are due from every brokerage for all trust accounts by March 15 of each year. A *late filing fee of \$1,500* will apply and must be paid prior to re-registration.
- Paid all required registration fees.