

## PAYDAY LENDER LICENCE APPLICATION REQUIREMENTS

In order to obtain a payday lender licence, the following information is required:

1. **Payday Lender Application Form:**
  - All information on the application form must be completed.
  - All documentation must contain original signatures.
  - Incomplete and/or unsigned documents will not be processed, and will be returned.
  - One completed application form is required per location.
2. **Articles of Incorporation from the jurisdiction where the business entity is located:** You must submit the original document(s) or a certified copy. If the business entity is operating more than one payday loan location in Manitoba, only one original document or certified copy of the Articles of Incorporation is required. Updated Articles of Incorporation are also required to be submitted with **applications for renewal** if there have been any changes to the applicable information.
3. **Business Name Registration:** You must submit the original or a certified copy of the Business Name Registration. The required documents may be obtained from the Manitoba Companies Office, 10<sup>th</sup> Floor Woodsworth Building, 405 Broadway, Winnipeg MB R3C 3L6, (204) 945-2500, [www.companiesoffice.gov.mb.ca](http://www.companiesoffice.gov.mb.ca). If the business entity is operating more than one location, only one original document or certified copy of the Business Name Registration is required. An updated Business Name Registration is also required to be submitted with **applications for renewal** if there have been any changes to the applicable information.
4. **Criminal Record Checks:** A criminal record check must be submitted **once annually** for the applicant and each Director, Officer, Sole Proprietor, or Partner, and must be the original document, or a certified copy. If the business entity is operating more than one location only one original criminal record check or certified copy per Director, Officer, Sole Proprietor, or Partner is required.
5. **Sample Payday Loan Agreement:** See required information in “Appendix 1”
6. **Bond or security in the amount of \$25,000.00 in one of the following formats:**
  - a. A bond of a guarantee insurance or surety company authorized to carry on business in Manitoba that is in a form acceptable to the director. See “Appendix 2” (Penal Bond) for the acceptable form, or
  - b. A deposit of cash or negotiable bonds that is acceptable to the director as security. See “Appendix 3” Collateral Security (Currency) and “Appendix 4” Collateral Security (Negotiable Securities) for the acceptable form, or
  - c. An Irrevocable Letter of Credit payable to the Minister of Finance given by a bank, trust company or credit union licensed to carry on business in Manitoba that is in a form acceptable to the director as security. See “Appendix 5” (Irrevocable Letter of Credit) for the acceptable letter.
7. **Licence Fee of \$5,500.00 (CDN currency):** Make cheque, money order or equivalent payable to the Minister of Finance, Government of Manitoba.
8. Online payment of licensing/registration fees can also be made at [www.cpopayment.com](http://www.cpopayment.com) using Visa or MasterCard. Please mail the payment confirmation number along with the original signed application form for processing.

- Application for a Licence as a Payday Lender  
 Application for Renewal of a Payday Lender Licence

1. Name of applicant: \_\_\_\_\_

2. Business name or business style of applicant (if different from above):  
 \_\_\_\_\_

3. Physical address of location to be licenced:

<b>Address</b>			
No	Street	City	Province
Postal Code			
Phone Number		Fax:	Email address
( )		Ext.	

4. Type of business entity:  
 Sole proprietorship  
 Partnership  
 Corporation  
 Credit Union  
 Other \_\_\_\_\_  
 specify

5. Enter below the names of all owners, partners, directors or officers. Attach list if necessary.

<b>Name</b>		<b>Title</b>	
<b>Address</b>			
No	Street	City	Province
Postal Code			
Phone Number		Fax:	Email address
( )		Ext.	

<b>Name</b>		<b>Title</b>	
<b>Address</b>			
No	Street	City	Province
Postal Code			
Phone Number		Fax:	Email address
( )		Ext.	

6. a) Does the applicant offer payday loans? Yes  No
- If no, go to 6 b). If yes, complete the following:  
 Through what means? (Check all that apply.)  
 In person  Telephone  Internet  Other (specify) \_\_\_\_\_

- b) Does the applicant arrange payday loans? Yes  No
- If no, go to 6 c). If yes, complete the following:  
 How does the applicant communicate with borrowers when arranging their payday loans? (Check all that apply.)  
 In person  Telephone  Internet  Other (specify) \_\_\_\_\_

List each payday lender that provides the payday loans that the applicant arranges, along with its address, phone and fax number.  
 \_\_\_\_\_

Describe how the applicant arranges payday loans by the payday lenders listed above, including how all fees charged to borrowers in relation to the arrangement of payday loans are calculated.

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**c) Does the applicant provide payday loans? Yes  No**

If no, go to 6 d). If yes, complete the following:

How does the applicant communicate with borrowers when providing their payday loans? (check all that apply)  
 In person  Telephone  Internet  Other (please specify) \_\_\_\_\_

How does the applicant advance payday loan funds to borrowers? (Check all that apply.)  
 Cash  Cheque  Direct Deposit  Cash Card  Other (specify) \_\_\_\_\_

How does the applicant accept repayment of payday loans? (Check all that apply.)  
 Cash  Cheque  Pre-authorized debit  Cash Card  Other (specify) \_\_\_\_\_

**d) Does the applicant assist another payday lender to offer, arrange or provide payday loans in any way that is not described at 6 b)? Yes  No**

If no, go to 7. If yes, complete the following:

List each payday lender that offers, arranges or provides the payday loans, along with its address, phone and fax number.

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In what way does the applicant provide assistance? (Check all that apply.)

- Making payday loan information available to the public, including by means of the Internet
- Making equipment or other means available to the public, including Internet access, by which they may obtain information about the payday loans
- Assisting the public by any means, including by the Internet, to obtain the payday loans
- Assisting borrowers to access money provided under the payday loans
- Assisting borrowers to repay the payday loans, including by cash card or other device
- Other (specify) \_\_\_\_\_

**7. The Applicant maintains records at the following address(es)** \_\_\_\_\_  
 \_\_\_\_\_

**8. Has the applicant or any of the persons named in section 5 been convicted of an offence under any federal, provincial or territorial law, or are any charges pending?**  
 No  Yes. Provide specifics:  
 \_\_\_\_\_  
 \_\_\_\_\_

**9. Has the applicant or any of the persons named in section 5 been an undischarged bankrupt or been involved as owner, director or officer of any firm or business that declared bankruptcy during the period of their involvement?**  
 No  Yes. Provide specifics:  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. Has the applicant or any of the persons named in section 5 ever had a licence issued under this Act, or by an authority responsible for issuing licences with respect to lending money in any jurisdiction, which has been suspended or cancelled, or has the applicant ever applied for a renewal of such a licence and the renewal was refused?**  
 No  Yes. Provide specifics:  
 \_\_\_\_\_  
 \_\_\_\_\_

