



CERTIFICATION DEPARTMENT

LICENCE SUSPENSION OR REVOCATION REQUEST

Real Estate Broker

IMPORTANT

This form is intended for any real estate broker who wishes to cease his brokerage activities during the year.

When a broker requests a SUSPENSION of his licence, he will be holding a licence with a suspended status. He may not carry out any real estate brokerage activities.

When a broker requests a REVOCATION of his licence, he will no longer be a licence holder. He may not carry out any real estate brokerage activities.

Read [article 202200](#) to learn about the differences between licence suspension and revocation.

When a broker suspends or revokes his real estate broker's licence, the client must be notified in writing no later than the day of the change. These notices have been designed based on the broker's status. Read [article 200430](#) for more information in this regard.

SECTION I – IDENTIFICATION

Mr. Mrs.

Licence Number:

Name :

LAST NAME										FIRST NAME									
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Email address: _____

SECTION II – NATURE OF REQUEST

I request my licence suspension

I request my licence revocation

Effective date of cessation of real estate brokerage activities:

*Any brokerage activity is prohibited as of this date.

DAY	MONTH	YEAR
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Address of establishment where you were carrying out your activities:

NUMBER	STREET	SUITE	
MUNICIPALITY	PROVINCE	POSTAL CODE	
AREA CODE	TELEPHONE NUMBER	AREA CODE	FAX NUMBER

SECTION III – CONSENT, DECLARATION AND SIGNATURE

! CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The OACIQ protects the privacy of information it collects in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This information is necessary and it will be used for the following purposes:

- Verification of your identity.
- Processing of your licence suspension or revocation application to ensure that your application meets the conditions set forth in the regulations.
- Payment of your application fee.
- Keeping of the OACIQ Register of licence holders.

Where applicable, your personal information may be used to oversee your practice by OACIQ staff members or committee members whose duties so require.

The payment information collected via this form is destroyed once the processing of your application is completed.

In some cases prescribed by law, your personal information may be used for purposes other than those described above or disclosed to third parties without your consent.

Right of access and correction

Subject to certain reservations, the law authorizes you to access your personal information. You may request corrections to your personal information held by the OACIQ if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by law.

Consequences of refusal

This collection of your personal information is necessary to process your application. In the event that you withdraw your consent to the collection, use or disclosure of your personal information, the OACIQ will not be able to receive or process your application.

Consent

I CONFIRM that I have read and understood the information regarding the collection, use and disclosure of my personal information.
I consent to the collection, use and disclosure of my personal information.

I DECLARE that all the information contained in this form is accurate and I understand that any misrepresentation will result in the revocation of my licence. **I undertake to notify the OACIQ immediately of any change to this information.**

Real estate broker acting on behalf of an agency

I DECLARE that my agency executive officer has been informed of my intention to suspend or revoke my licence.

X

SIGNATURE

Date :

DAY	MONTH	YEAR							

**Please sign the form AFTER
completing ALL the sections.**

SECTION IV – PAYMENT OF FEES

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at synbad.com/fees.

AMOUNT DUE (including taxes): \$,

File or licence number:
(IF APPLICABLE)

METHOD OF PAYMENT

CREDIT CARD or CHEQUE OR MONEY ORDER (to the order of OACIQ)

Visa

MasterCard

- - -

CARD NUMBER



EXPIRATION (MM/YY)

cvv/cvc

The CVV/CVC is a three-digit code located on the back of your credit card.

Name of cardholder (if different from applicant)

X

CARDHOLDER'S SIGNATURE

PLEASE SEND YOUR PAYMENT AND DOCUMENTS

to the Certification Department by email at CERTIFICATION@OACIQ.COM,
by mail or by fax to any of the contact information
indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

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