



## Procedures for Licensing Vendors

Under Parts VII and IX of the *Consumer Protection Act*, vendors must be licensed and bonded prior to operating in the Northwest Territories (NWT). Territorial legislation requires vendors with sales greater than \$50 to be licensed in the NWT.

The following are procedures to be used to obtain a Vendors Licence:

- 1) complete the application form;
- 2) have your bonding company complete the Penal Bond in the amount of \$5,000. Be sure to use the wording supplied in our form (attached);
- 3) submit the required fee (listed below);
- 4) submit a list of direct sellers who will be working in the NWT; and
- 5) provide a copy of your Certificate of Good Standing from Corporate Registries in Yellowknife (867) 767-9260.

### Fee Schedule

Period in which application made	Fee
Full year (April 1 to March 31)	\$218.00
9 months (July 1 to March 31)	\$164.00
6 months (October 1 to March 31)	\$109.00
3 months (January 1 to March 31)	\$55.00

Licenses are issued from April 1 and expire March 31 of the following year. Fees for licenses are for one year (or part thereof) and must be paid each year upon renewal. If you have any questions please feel free to contact this office.

Public Safety Division  
Department of Municipal & Community Affairs  
Government of the Northwest Territories  
600 5201 50 AVENUE NORTHWEST TOWER  
YELLOWKNIFE NT X1A 3S9  
Phone: (867) 767-9161 Extension: 21021/21022  
Fax: (867) 873-0309

**Please allow 3 to 4 weeks for processing. NOTE: Your licence will not be issued until all the information is complete and all forms are received by our office.**