

## Direct Sellers Business License Application

### For Office Use Only:

Application Date: \_\_\_\_\_ DS \_\_\_\_\_ CUST ID: \_\_\_\_\_ Total Fees Due: \_\_\_\_\_

### Application Type (Please check)

License Fee: **\$100** License Year \_\_\_\_\_  New Business License  Business License Renewal

A **direct seller** means a person who is licensed with the Province under the *Direct Sellers Act* and who:

- (i) goes from house-to-house selling or offering for sale or soliciting orders for the future delivery of goods or service;
  - (ii) by telephone offers for sale or solicits orders for the future delivery of goods or services; or
  - (iii) does both of the things mentioned in subclauses (i) and (ii); or
  - (iv) does not have business premises, including a Home Based Business, in the City of Prince Albert.
- **Proof of registration under the *Direct Sellers Act* is required along with this application.**
  - **The license issued through this application is only valid for the direct seller or applicant named on the application.**
  - **If you reside within the City of Prince Albert, you should apply for a Home Based Business License.**

### Inter-Municipal Business License \$250

The applicant must have an annual business license in one of the following participating municipalities:

The City of Prince Albert  The Town of Shellbrook  The Town of Rosthern  The Town of Duck Lake

Business License Number: \_\_\_\_\_

Forward the completed application form, and any other required documents, and payment to:

OR email application to [solutions@citypa.com](mailto:solutions@citypa.com)

**The City of Prince Albert  
Community Development Department  
1084 Central Avenue  
Prince Albert, SK S6V 7P3**

Please make the cheque payable to: The City of Prince Albert

### Business Information (Please print clearly)

I do not want this address on the Business License Directory

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Unit # Building # Street Name

City Province/State Postal/Zip Code

Owner Name: \_\_\_\_\_ Contact (if different than Owner): \_\_\_\_\_

Direct Seller or Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

\*PST #: \_\_\_\_\_ \*ISC Entity #: \_\_\_\_\_

**\*AT LEAST ONE OF THE NUMBERS IS REQUIRED**

### Documentation

Photocopies of the following must be included with each application:

- Company Direct Seller's License with the Province of Saskatchewan
- Individual or Salesman Direct Seller's License with the Province of Saskatchewan (if applicable)
- Seller's Consultant Card or Company Identification Card
- Photo Identification of the Applicant

**If there is any contractor work involved (installation, set up, etc.), the company will also require a Transient Trader Business License to cover the contractors operating in Prince Albert.**

**Business Description** (Please print clearly)

Please describe the primary function and product of the business:

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**Please Note: This is an application only.**

If your application is approved, you will receive confirmation from the Community Development Department. Your application is not approved until you receive your license from The City of Prince Albert.

- ❖ The *Business License Bylaw* No. 32 of 2020 requires all businesses to obtain a Business License before beginning operation.
- ❖ With a few exceptions, licenses will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application (location, ownership, business name) requires a new application to be submitted to the Community Development Department in order for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be able to be produced upon request.

For more information on licensing requirements, please call 306.953.4884 or visit our website at [www.citypa.ca](http://www.citypa.ca).

For more information on City bylaws and policies, please visit our website at [www.citypa.ca](http://www.citypa.ca).

**Acknowledgement of Responsibility:**

- I am aware that I am required to comply with all municipal and provincial rules, regulations, bylaws, etc. while operating in The City of Prince Albert.
- I am aware that I will not receive a renewal invoice for following year(s) and that I must renew through reapplication to the Community Development Department each year of operation in The City of Prince Albert.
- I agree to operate my business as required under the *Business License Bylaw*.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Community Development Department Only:**

**Last Update: June 19/24**

DS \_\_\_\_\_ \$ \_\_\_\_\_ (10-25-110-000-00000-5210)      IMBL \_\_\_\_\_ \$ \_\_\_\_\_ (10-00-000-000-00000-3006)

Requested By (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Approved By (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Type: Cash  Cheque  Receipt #: \_\_\_\_\_ To be Invoiced  E-transfer

**For Financial Services Only:**

Invoice #: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Approval: \_\_\_\_\_