



## Employment Authorization Form

### ***In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act***

*The Motor Vehicle Sales Authority of British Columbia (VSA) is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.*

#### **Section A: Salesperson Information** – please print clearly.

Last Name			Given Name(s)		
YYYY	MM	DD	Email for Salesperson	VSA Salesperson #	
Date of Birth			* Mandatory *	** Mandatory **	

The following information must be completed by each dealership with whom you are employed.

#### **Section B: Motor Dealer Business Information** – please print clearly.

Legal Name of Business		VSA Dealer Number
Doing Business As (Name)		Contact Name
Phone Number	Fax Number	Email Address

#### **Section C: Designated Employment Authorization** – please print clearly.

The salesperson identified in *Section A* above will be employed by the motor dealer to act as and is appointed as a designated salesperson as indicated below (check the primary position) effective on;

<input type="checkbox"/> Salesperson	<input type="checkbox"/> Lease Office	<input type="checkbox"/> Business Office	<input type="checkbox"/> Internet Sales	<input type="checkbox"/> Management	<input type="checkbox"/> Dealer Principal
Employment START Date:      YYYY      MM      DD					

Print Authorized Official's name	Signature of Authorized Official
----------------------------------	----------------------------------

#### **Section D: Cancellation of Employment** – please print clearly.

***Dealer: Please complete Section D and return it to VSA when employment is terminated.***

The salesperson identified in *Section A* above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below;

YYYY      MM      DD			Print Authorized Official's Name
Employment END Date			Signature of Authorized Official

***This form may be submitted by email or fax for currently licensed salespeople only.***  
***\*\* New salespeople must submit completed salesperson applications to the VSA prior to starting employment with the dealership.***

## Important Salesperson Licensing Information

A condition of your Motor Dealer Licence is to ensure that all staff, management, and other representatives involved in retail vehicle sales hold valid Salesperson Licences issued by the Motor Vehicle Sales Authority (VSA).

All dealerships are required to designate someone in the organization to be responsible for salesperson licensing. This person needs to ensure that all the necessary VSA forms are properly completed and then forwarded to the VSA. **Please forward this document to that person.**

Checklist for a new salesperson starting at dealership:

1. Does the salesperson have a current VSA Salesperson Licence number? This should be a 6 digit number beginning with the digit one or two. If the salesperson is unsure of their status, please phone the VSA licensing department at 604-575-7253 and a licensing officer can verify the status of the salesperson's licence.
2. If the new salesperson has a valid VSA Salesperson Licence number, email or fax in an Employment Authorization Form (see attached or download from [www.mvsabc.com](http://www.mvsabc.com)) with sections A, B, and C completed. Keep a copy of the completed form in the salesperson's employment file. Please note: The Employment Authorization Form must be signed by an authorized official of the dealership.
3. If the new salesperson is new to the industry or has never received a VSA Salesperson licence, he/she must apply for and receive a VSA conditional salesperson licence prior to starting work as a salesperson at the dealership. The application process is:
  - a. Download the most current Salesperson Application Package from [www.mvsabc.com](http://www.mvsabc.com).
  - b. A checklist is included with the application package; to avoid delays in obtaining a conditional licence, please ensure the applicant submits a complete application.
  - c. Keep a complete copy of the application in the salesperson's employment file in case the original does not reach the VSA office.
  - d. Submit a complete salesperson application with payment. Please note: **Applications which are faxed will not be processed.**
  - e. Salesperson receives a Conditional Licence from the VSA in the mail.
  - f. Salesperson registers for the VSA Certified Salesperson Course. Schedule of classes and course registration form is available on the VSA website, [www.mvsabc.com](http://www.mvsabc.com) within the Learning section.
  - g. A passing grade of 75% for the course must be obtained by the salesperson within the designated conditional licence period (45 days from the first day the applicant starts working in retail motor vehicle sales) or Conditional Licence will expire and the individual will not be eligible to work in retail vehicle sales.

When a salesperson **leaves** the dealership or is transferred to a non retail vehicle sales position within the dealership (e.g. service advisor):

- Complete section D of the Employment Authorization Form (A, B, and C should have been completed when the salesperson first started). Email or fax into the VSA office. This will remove the salesperson as a licensed salesperson for the dealership.