



## Application For A License Vendorship

PLEASE PRINT

1. Company/Business Name: \_\_\_\_\_

2. Address: \_\_\_\_\_ City: \_\_\_\_\_

Location which licences will be sold: \_\_\_\_\_  
(if different from above)

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Name of Principal/Owner(s): \_\_\_\_\_

4. What type of organization is your business?

Choose one of the following and enter the corresponding number in this box

1. Sole Proprietorship

2. Partnership

3. Corporation

4. Other - Explain: \_\_\_\_\_

5. Does your business require a Resource Based Tourism Facility Licence to operate? Yes  No

6. Is your business a Lodge/Outfitter? Yes  No

7. Is your operation seasonal? Yes  No

8. If yes, indicate the months of operation: From: \_\_\_\_\_ To: \_\_\_\_\_

9. If your off-season address is different from above, record it here:

Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Phone number: \_\_\_\_\_

10. Are you taking over a business that was previously a licence vendor? Yes  No

If yes, what was the name of that business? \_\_\_\_\_

11. Have you or your business ever been appointed as a licence vendor? Yes  No

If yes, when and where \_\_\_\_\_

I hereby make application to be a licence vendor for Manitoba Conservation. If appointed:

1. I certify that I have read, understand and agree to accept the responsibilities of licence vendors as printed on this application or as amended from time to time.
2. I certify that the information recorded on this application is correct.
3. I agree to issue licences in accordance with the law and instructions received from Manitoba Conservation.
4. I agree to keep all monies collected for the sale of licences in trust for the Province of Manitoba.
5. I agree to submit before the 10th of each month, a report (including "nil" reports) of licences sold during the previous month along with required remittance.
6. I agree to surrender all licences in my possession immediately upon notification from Manitoba Conservation.

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

NOTE: This application must be signed by the owner/authorized signing officer of the company.

## RESPONSIBILITIES OF LICENCE VENDORS

1. Licence vendors are established as agents of Manitoba Conservation by authority of the Minister.
2. Licence Vendors are required to notify Manitoba Conservation immediately when there is a change of ownership of their business. Vendors who sell their establishments may not transfer their stock of licences to a new owner. **NEW OWNERS MUST APPLY TO MANITOBA CONSERVATION FOR VENDING PRIVILEGES. VENDING PRIVILEGES WILL NOT NECESSARILY BE GRANTED TO A NEW OWNER.**
3. All monies collected by licence vendors from the sales of licences are Crown funds and must be kept in trust for the Province of Manitoba. Any misuse of these funds, by you or your firm, may constitute a criminal offense.
4. You are cautioned to keep all licences, with which you have been supplied, in a secure place as your account has been charged with their full value less your authorized commission. Your account will only be given credit for the money you remit and the complete unissued licences which you return. You are liable for the full fee (less your commission) for any licences lost, misplaced or destroyed.
5. A vendor must not make refunds, adjust licence fees, predate licences, or issue receipts in lieu of licences.
6. You may not borrow licences from another vendor, nor lend licences to another vendor.
7. When you receive your licences, you are to check the numbers carefully against those shown on the "vendor consignment and charge statement." If the charge statement is correct, sign and return the original copy to us immediately. You must advise Manitoba Conservation of any discrepancies within 30 days of receipt of the licences.
8. All licences must be issued from the location shown in this application for a licence vendorship.
9. All licences and records distributed by Manitoba Conservation for which a remittance has not been made, must be made available for inspection by departmental personnel on request.
10. Employees may issue licences on behalf of licence vendors. The licence vendor is fully responsible for the actions of these employees as they relate to the issuance of licences, unsold licences in their possession, licence fees collected by them, informing them of regulations regarding the issuance of licences and insuring that licences are issued in accordance with the law and instructions received from Manitoba Conservation.
11. On the last day of each month, you must prepare and submit a report of all licence sales during that month. If no sales were made a "nil" report is required. These reports must reach the Licensing Section by the 10th day of the following month.