Licensing Collection Agents/Direct Sellers/Vendors

Under parts VII, VIII and IX of the Consumer Protection Act, Collection Agents/Agencies, Vendors and Direct Sellers must be licenced and bonded prior to operating in Nunavut.

The following are procedures to be used to obtain a Collection Agency, Vendor or Direct Seller Licence:

1. Complete the application form;
2. forward an original penal bond in the amount of $5,000.00. BE SURE to use the wording supplied on our form (attached);
3. remit the required fee;
4. submit a list of your collectors and tracers, giving their full name, address and employment history for the previous ten years;
5. submit a list of your clients for whom you make collections in Nunavut;
6. provide a copy of your Certificate of Good Standing from Legal Registries in Iqaluit (867) 975-6590;
7. resident collection agents must provide a copy of their Certificate of Compliance from the Workers' Compensation Board (1-800-661-0792 or 867-920-3888);
8. obtain municipal licence where applicable

Fee Schedule

Fees payable for a vendor licence or renewal for one year or a part of one year shall be

(a) where no direct sellers will be appointed……$ 60.00
(b) where one to five direct sellers will be appointed……...$100.00
(c) where more than five direct sellers will be appointed…….$120.00

The fee payable for a direct seller licence or
renewal for one year or a part of one year shall be…….....$ 30.00

Fees payable for a collection agency licence or renewal for one year or a part of one year shall be

(a) where the licence is issued to an individual……..$100.00
(b) where the licence is issued to a partnership for each partner.....$100.00
to a maximum……...…….....$300.00
(c) where the licence is issued to a corporation……..$300.00

Licences are issued on April 1 and expire March 31 of the following year. Fees for licences 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:

Consumer Affairs
Community and Government Services
Government of Nunavut
Box 440
Baker Lake, Nunavut
X0C 0A0

Telephone: (867) 793-3315
Telecopier: (867) 793-3321

Please allow 3 to 6 weeks for processing.

NOTE: Your licence will not be issued until all the information is complete and all forms are received at our office.