



PART A: IDENTITY OF PERSON AND DESCRIPTION OF ADMINISTRATIVE PENALTY DISPUTED

Please attach a copy of the notice of administrative penalty that is the subject of the dispute and provide the following information.

Name of Person:	Name and Address of Brokerage:
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File # (Refer to notice of administrative penalty):

PART B: DETAILS OF DISPUTE

Please provide the facts relevant to your reconsideration request, including the following as applicable:

1. A detailed description of how you may have exercised due diligence (i.e., took reasonable steps or precautions) to prevent or avoid the contravention of the provision(s) at issue in the notice of administrative penalty;
2. Information on any extenuating circumstances that prevented compliance with the provision(s) in question; and
3. Any other information you believe the Hearing Officer should consider.

If you need more space to provide your responses, you can attach additional pages to this Administrative Penalty Reconsideration Request Form. You should also provide clear copies of all documents that you believe are relevant to the dispute.

PART C: CERTIFICATION

I HEREBY CERTIFY AND AGREE THAT:

1. I have reviewed the information provided in this Administrative Penalty Reconsideration Request Form and the enclosed documentation.
2. The information in this Administrative Penalty Reconsideration Request Form submitted in support of this reconsideration request is true and correct to the best of my knowledge and belief.
3. I understand and acknowledge that BC Financial Services Authority ("BCFSA") will not provide me with any legal advice, and BCFSA's lawyers will act exclusively in the interests of BCFSA and will not act on my behalf nor protect my legal interests. I acknowledge that I have been encouraged to obtain my own independent legal advice and/or representation.

Name of Person:	Signature:	Date:

What Happens After a Reconsideration Request is Submitted:

After BCFSA receives a reconsideration request, it will be assigned to a BCFSA lawyer who will review the request and who may request further information from you as appropriate and necessary. The BCFSA lawyer is not your lawyer, and does not represent, act for, or otherwise advocate on your behalf. The request will then be referred to a Hearing Officer at BCFSA who may, after considering the request, decide to:

- cancel the penalty;
- cancel the penalty and initiate an enforcement action by issuing, or directing the issuance of, a notice of hearing; or
- confirm the penalty, in which case the penalty imposed in the notice of administrative penalty will immediately become due and payable to BCFSA.

How to Submit a Reconsideration Request:

This Administrative Penalty Reconsideration Request Form should be completed by the licensee and sent with attachments to BCFSA at the address noted below no later than 30 days after delivery of the notice of administrative penalty that is the subject of the dispute.

EMAIL:

Please print the form, fill it out and email it along with all supporting documents to apreconsiderations@bcfsa.ca. Please put "Administrative Penalty Reconsideration" in the "Subject" line of your email.

MAIL:

If you cannot submit the form by email, you can mail a completed form and copies of all supporting documents to:

Attn: BCFSA-Corporate Legal Dept.
600-750 West Pender Street
Vancouver, B.C.
V6C 2T8
Canada