

OVERVIEW

A talent agency is a person or organization who charges a fee to offer, promise or try to get employment for actors, performers, extras or <u>technical creative film personnel</u>. **Talent agencies must be licensed to operate in British Columbia.**

Use this form to apply for a talent agency licence or to renew an existing licence. You can also apply online for faster processing.

Every talent agent, director, officer, partner or person who directs the affairs of a talent agency must provide a statutory declaration as part of a talent agency licence application.

WHAT YOU'LL NEED

Gather your documents

You'll need to provide the following documents along with your application:

- A copy of the talent agency's standard contract
- A signed statutory declaration (or multiple declarations if required)
- \$725 financial security (see opposite)

Have copies of your documents available. Prepare the following details to fill out the application:

Part 1 - Talent agency information

- The legal name and BC registry number (if applicable) of the talent agency
- The address and phone number of the talent agency

Part 2 - About the contact person

Information and contact details for the person filling out the application

Part 3 – About the employer

 Information and contact details for each director, officer, partner or business owner of the talent agency

Part 4 - Work location(s)

 The address of each location where work will be performed

Part 5 - Additional details

- A description of the services the talent agency will provide
- Whether the talent agency will work with children under 19

FINANCIAL SECURITY

You must provide a \$725 financial security for all new applications. You can pay the financial security using a cheque or other security payable to the Minister of Finance. Renewal applications do not require additional financial security. You can send the security before or after you apply, but your application will only be processed after the security is received.

The financial security cannot be paid by credit card. Mail your financial security to the Employment Standards Branch at the address below:

PO Box 9570 STN PROV GOVT Victoria, BC V8W 9K1

If sending by courier: 200-880 Douglas Street Victoria, BC V8W 2B7

SUBMIT YOUR APPLICATION

For faster processing, we recommend submitting an online application found at:

https://services.labour.gov.bc.ca/TalentAgency

You can also submit this application package by:

Mail: Employment Standards Branch PO Box 9570 Stn Prov Govt

Victoria, BC V8W 9K1

Toll-free fax: 1-855-490-0476

Email: EmploymentStandards@esb.gov.bc.ca

Get help completing this application by calling toll-free 1-833-236-3700. Someone can help you in the language of your choice. Service is available Monday through Friday, 7:30 am to 5 pm Pacific Time.

The personal information on this form is collected by the Province of British Columbia for the purposes of administering and enforcing the Employment Standards Act and/or the Temporary Foreign Worker Protection Act under the authority of s.26(a), (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact the Employment Standards Branch at PO Box 9570 Stn Prov Govt, Victoria, BC V8W 9K1, by phone: 1-833-236-3700 or by email: EmploymentStandards@esb.gov.bc.ca.

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PART 1: TALENT AGENCY	INFORMATION				
Does the talent agency currently have a li	cence to operate in British	Columbia?			
Yes (Enter licence number a	nd expiry date below)	☐ No			
Licence number (appears on the licence -	- for example, "BA-2022-01	2345" or "ER-01	12345")	Expiry date	
What type of business is the telept agency	·/2			yyyy / mm / dd	
What type of business is the talent agency	y :				
Corporation					
Sole proprietorship					
Partnership					
Society or non-profit					
Other (please describe):					
Legal business or organization name	Operating name (if differe	nt)	B.C.	registry number (if applicable)	
Email address	Telephone number		Webs	site address	
Street address	Apartment, suite, unit, floor etc. City		City		
Province/Territory/State	e/Territory/State Country Post		Posta	al Code	
PART 2: ABOUT THE CONT					
First name	Middle name		La	ast name	
Preference for being addressed		Other names they		ey're known by	
Email address		Telepho		e number	
Street address	Apartment, suite, unit	Apartment, suite, unit, floor etc.		ity	
Province/Territory/State Country F		Po	ostal Code		

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PART 3: ABOUT THE EMPLOYER

You must provide information about each director, officer, partner or business owner of the talent agency. If you need to include more people, you can print this page multiple times.

Ensure you attach a signed and notarized declaration form for each director, officer, partner or business owner (page 6), as well as for each talent agent (page 7).

First name	Middle name		Last name	
Preference for being addressed	Other names t		known by	
What is this person's relationship with the emp	bloyer?			
Director				
☐ Officer				
☐ Partner				
☐ Business owner				
Other (please describe):				
Email address	Teleph		none number	
Street address	Apartment, suite, unit,	floor etc.	City	
Province/Territory/State	Country		Postal Code	
PART 4: WORK LOCATION(S)				
· · · · · · · · · · · · · · · · · · ·		1.16		
You must provide all locations where you can print this page multiple times		rmed. If you nee	d to include more	work locations,
Street address	Apartment, suite, unit,	floor etc	City	
	Apartment, suite, unit, noor etc.			
Province/Territory/State	Country		Postal Code	
Trovince, remiery, etate	Country		i oolai oodo	
Street address	Apartment, suite, unit, floor etc.		City	
Province/Territory/State Country			Postal Code	

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PART 5: ADDITION	AL INFORMATION		
Will the talent agency work w	rith children under the age of 19?		
☐ Yes	□ No		
Describe the services provide	d by the talent agency:		
ACKNOWLEDGME	NT		
•	statements and information pre subject to verification.	ovided in this application	are true and correct, and I
	alse or misleading representatice of registration under the <i>Er</i>		
Signature		Title	Date (yyyy / mm / dd)

PAYMENT INFORMATION

You must pay a \$100 non-refundable fee for a talent agency application under the *Employment Standards Regulation*. Choose your payment option (page 5) and follow the instructions to send your application and payment to Employment Standards.

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PAYMENT OPTION ONE

Pay online (this option will reduce processing time)

Complete the talent agency application online at http://services.labour.gov.bc.ca/TalentAgency to reduce processing time and pay using a credit card (Visa, MasterCard or American Express)

Have your credit card number, expiry date and CVV number ready

Credit card statement will show "Employment Standards". Credit card information is not retained.

PAYMENT OPTION TWO

Pay by phone

- Your application will not be considered received until the application fee is processed
- . Do not send credit card information by email

Before you begin:

Complete this application and email it to EmploymentStandards@esb.gov.bc.ca

- Have your credit card number, expiry date and CVV number ready
- Have a copy of this form on hand

As soon as your application is sent, phone 1-800-663-3316

Follow the prompts to pay using a credit card

Credit card statement will show "Employment Standards". Credit card information is not retained.

PAYMENT OPTION THREE

Mail a cheque or money order

- Make the cheque or money order payable to the Minister of Finance
- Mail your completed application and payment to:

Regular Mail: Courier:

Employment Standards BranchPO Box 9570 Stn Prov Govt

Employment Standards Branch
200-880 Douglas Street

Victoria, BC V8W 9K1 Victoria, BC V8W 2B7

A delegate will contact you after we receive payment and start processing your application.

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Employment OFFICER, DIRECTOR, PARTNER, OR PERSON DIRECTING AFFAIRS Standards Branch

DEC	LARATION	
I,		of
	Province of British Columbia, DO SOLEMNLY DI	
•	I am an Officer or Director, partner (general, lim	ited or otherwise), or person directing the affairs of
		a Talent Agency;
•	Attached to this Statutory Declaration is a copy	
		Talent Agency name
	for a licence pursuant to the <i>Employment Stand</i> (the "application");	dards Act and Regulation, dated
•	The statements contained in the application are	complete and true in every respect;
•	I have presented two pieces of identification to a who has witnessed by signature and verified my	a Notary Public or Commissioner for Taking Affidavits y identification;
•	I will comply with the Employment Standards Ad	ct and Regulation;
•	I will comply with the Code of Conduct for Work Canadian Centre for Child Protection);	ring with Child Performers* (as developed by the
•	I am not listed on any Child Abuse Registry;	
•	I am not and have never been the subject of an a child under the age of 19 in any jurisdiction;	y complaint, charge, conviction or investigation involving
•		a result of breach of trust, fraud, perjury, immorality, nesty, or undue influence in any civil, criminal, or
•	I will notify the Director of Employment Standard information I have provided in any part of the approximation I have provided in a part of the approximation I have provided in a part of the approximation I have provided in a part of the approximation I have provided in the approximation	ds immediately if there is a material change to the oplication;
	make this solemn declaration conscientiously beli and effect as if made under oath.	ieving it to be true and knowing that it is of the same
DECL	ARED BEFORE ME AT	
Dritich	n Columbia, on _	
ופוווסו	yyyy / mm / dd	
		Circulations of Officer Director Deutschap on other
		Signature of Officer, Director, Partner or other

Signature of Notary Public or Commissioner for

Taking Affidavits for British Columbia

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Print name of Officer, Director, Partner or other

^{*}In the event of a conflict between the provisions of the Employment Standards Act and Regulation and the Code of Conduct for Working with Child Performers, the provisions of the Act and Regulation take precedence.



Signature of Notary Public or Commissioner for

Taking Affidavits for British Columbia

Employment TALENT AGENCY STATUTORY DECLARATION

	LARATION, of,
	Province of British Columbia, DO SOLEMNLY DECLARE THAT
•	I am a Talent Agent of, a Talent Agency;
•	Attached to this Statutory Declaration is a copy of the application of
	for a licence pursuant to the <i>Employment Standards Act</i> and Regulation, dated(the "application");
•	The statements contained in the application are complete and true in every respect;
•	I have presented two pieces of identification to a Notary Public or Commissioner for Taking Affidavits who has witnessed by signature and verified my identification;
•	I will comply with the Employment Standards Act and Regulation;
•	I will comply with the Code of Conduct for Working with Child Performers* (as developed by the Canadian Centre for Child Protection);
•	I am not listed on any Child Abuse Registry;
•	I am not and have never been the subject of any complaint, charge, conviction or investigation involving a child under the age of 19 in any jurisdiction;
	make this solemn declaration conscientiously believing it to be true and knowing that it is of the same and effect as if made under oath.
DECL	ARED BEFORE ME AT
	Columbia, on
	Signature of Talent Agent

*In the event of a conflict between the provisions of the Employment Standards Act and Regulation and the Code of Conduct for Working with Child Performers, the provisions of the Act and Regulation take precedence.

Print name of Talent Agent

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