



**Insurance Corporation
British Columbia**

Mailing Address:
Compliance Programs & Standards
PO Box 3750
107 - 910 Government Street
Victoria BC V8W 3Y5

Telephone (250) 414-7900
Facsimile (250) 978-8018

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Notice: 6/2000

Designated Inspection Facilities
Preventative Maintenance Facilities
Community Colleges & Training Facilities
District Managers of Compliance
Area Vehicle Inspectors

Re: Change of Address and Name/Ownership Changes of Inspection Facilities

Please contact this office upon moving a inspection facility or if your inspection facility is under new ownership or name change. Changes in the legal entity are non-transferrable, and must be reported.

If you have moved/changed legal entity, inspections can no longer be performed at the facility until your facility license has been approved.

In the case of a legal entity change, a new application must be completed and submitted to this office with appropriate fee and documentation. Please call the above number if you require a new application.

If you cease to continue as a Inspection facility, please return your facility license, sign and all inspection stock.

Thank you for your cooperation.

Yours truly,

Sharon Palamarek
Supervisor
Compliance Programs
and Standards