



## Service Providers Frequently Asked Questions



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### Add/ Remove a Director, Officer or Partner

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#### How do I report a change in the Officers, Directors of a corporation or Partners of a partnership?

The service provider's Principal Representative must complete and submit the online application titled, "Add/Remove Director, Officer or Partner."

In the case where a Director, Officer or Partner is added to the business, the Principal Representative will be required to provide contact information (i.e., name, e-mail address) for the new Director, Officer or Partner who will receive an e-mail with instructions on how to create a FSCO account and directions on how to complete a declaration/attestation. The change request will be submitted to FSCO only when the declaration is completed by the respective individual.

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