

PROVINCIAL REQUIREMENTS FOR DIRECT SELLERS



Alberta

Consultants conducting business in Alberta are required to carry the Alberta Norwex Identification Card identifying you as a Norwex Independent Sales Consultant. The ID card is supplied in all Starter Kits mailed to an address in Alberta. The card does not expire, and there is no fee. You must carry this card at all times while conducting your Norwex business.

Manitoba

Consultants conducting business in Manitoba must obtain a Direct Sellers Licence. Vendor-signed applications are supplied in all Starter Kits sent to a Manitoba address. Mail the completed application, including the \$55.00 fee (payable to Minister of Finance), to the Consumer Protection Office address. The licence must be renewed annually, based on date of issue.

Important: Original signatures are required: photocopies and scans will be rejected. Although the form is available for download on the Consultant Office under *Resources > Canadian Resources > Provincial & Territorial Licensing*, or online at www.gov.mb.ca/cca/cpo/forms/direct_seller_application.pdf, the Vendor Confirmation portion must be completed by Norwex. If printing the form off the Consultant Office, mail the completed form, with fee payment, to Norwex, and we will sign and forward the form to the Consumer Protection Office. Pay online at www.cpopayment.com, select Direct Seller > \$55.00.

Renewals: Norwex will mail a signed copy of your Direct Sellers Licence Renewal to you. It is the responsibility of each individual Consultant to renew this licence annually.

New Brunswick

Consultants conducting business in New Brunswick must obtain a Salesperson's Licence. All new applicants must use the new Financial and Consumer Services Commission online application system. Paper applications will no longer be accepted. Instructions are available at <http://fcnb.ca/portalfaq.html>, select Direct Sellers Portal FAQ > Direct Seller Licence Application Guide and create an account. FCNB requires first time applicants to submit a Criminal Record Check which you can acquire from the RCMP or local police. Cost is \$35 and payment must be made online at the time of application.

Most provincial & territorial governments have requirements for Direct Selling. As stated in the Norwex Policies and Procedures that you accepted, it is your responsibility as an Independent Sales Consultant to comply with federal, provincial, and local regulations in your province of residency, as well as every province where you conduct business. To support you in this process, if you conduct business in any of the following provinces, please review and adhere to the requirements listed below:

If your province is not listed here, there are no Direct Seller Requirements.

By-laws vary from municipality to municipality within a province. Consult your local municipal office to determine if you require any additional licensing or permits.

Renewals: The Direct Sellers Licence is valid until April 30 and has to be renewed annually, regardless of the date of application. Renewal applications must also be completed online at <https://portal.fcnb.ca>.

Nova Scotia

Consultants conducting business in the Province of Nova Scotia are required to carry the Norwex Identification Card, identifying them as a Norwex Independent Sales Consultant for the Province of Nova Scotia. For new Consultants, this card is included in Starter Kits mailed to an address in Nova Scotia. The ID card has an expiry date, and Norwex will email an updated card to all Consultants prior to that date. You must carry this card at all times while conducting your Norwex business.

Northwest Territories

Consultants are required to obtain a Direct Seller Licence, which requires a Criminal Record Check. Each Starter Kit mailed to an address in NWT includes a Direct Seller Licence Application, Procedures for Licensing Direct Sellers, and a Criminal Record Check form. All information must be completed, signed, and mailed with your payment of \$180.00 payable to the Department of Municipal and Community Affairs. The Direct Seller Licence must be renewed annually.

Prince Edward Island

Consultants conducting business in Prince Edward Island are required to obtain a two year Salesperson's Licence. Each Starter Kit mailed to an address in Prince Edward Island includes a Salesperson's Licence Application. Complete the form, with signature, and mail along with your payment of \$50.00 payable to the Provincial Treasurer of P.E.I. The address is located on the application form. The form can be found online at <http://www.gov.pe.ca/forms/pdf/25.pdf>.

Quebec

No provincial licensing is required. However, Norwex is required, by legislation, to provide Consultant information to the Quebec Office de la protection du Consommateur to maintain our permit to conduct business in Quebec. It is important that you provide information, such as date of birth, to Norwex Home Office when requested. This information will remain on file, and is kept confidential.

Consultants conducting business in Quebec are required to use the bilingual Quebec Customer and Host Order Forms. Consultants must submit the completed Customer and Host/Hostess Order Forms to Home Office by email to quebecorders@norwex.com or fax 1-877-622-3620 for all products sold to a Customer who resides in the province of Quebec. Put your name and Consultant ID # in the subject line. Please note that in Quebec, you must use the Quebec Customer Order Form, and the Quebec Host Order Form.

Saskatchewan

Consultants conducting business in Saskatchewan are required to carry the Saskatchewan Norwex Identification Card, identifying them as a Norwex Independent Sales Consultant. The ID Card is supplied in all Starter Kits mailed to an address in Saskatchewan. The card does not expire, and there is no fee. You must carry this card at all times while conducting your Norwex business.

If you did not receive the required application forms, Provincial ID Card in your Starter Kit, or require a replacement ID card, please visit your Consultant Back Office. Go to *Resources > Canadian Resources > Provincial & Territorial Licensing >* and select the respective province(s), or call Canadian Consultant Care at 1-877-766-7939 for assistance.