



FINANCIAL AND CONSUMER SERVICES COMMISSION

RULE CA-CDSS-002

COLLECTION AND DEBT SETTLEMENT SERVICES ACT

**PART 1
DEFINITIONS**

1. In this Rule

“Act” means the *Collection and Debt Settlement Services Act*.

“Commission” means the Financial and Consumer Services Commission continued under the *Financial and Consumer Services Commission Act*.

“Director” means the Director as defined in the Act.

**PART 2
FEES FOR THE APPLICATION FOR THE ISSUANCE OR
RENEWAL OF A LICENCE**

2. (1) An application for a licence or renewal of a licence shall be accompanied by the fee set out under this section.
- (2) The fees to be paid for the application for a licence or renewal of a licence are as follows:
- (a) for a collection agency, \$500;
 - (b) for each branch office of a collection agency, \$100; and
 - (c) for each collector, \$75.
- (3) Subject to Part 3 of this Rule, the fees paid for the application for or renewal of a licence are non-refundable, whether the licence is issued or denied by the Director.
- (4) The fees referred to in this Rule are payable to the Commission.

**PART 3
REFUNDS AND DISCRETIONARY FEE REDUCTION**

Refunds of Fees

3. Upon application of the person who made the application for a licence or renewal of a licence, the Director may at his or her sole and absolute discretion grant a refund of the fee, or such part of the fee as the Director considers fair and reasonable, where:
 - (a) an application for a licence or renewal of a licence is abandoned before work has begun to process the application,
 - (b) an application for a licence or renewal of a licence is filed in error, or
 - (c) where for reasons beyond the person's control a person ceases to exercise the activities for which the licence is issued.

Fee Reduction

4. If the Director considers it to be in the public interest, the Director may at his or her sole and absolute discretion order that any fee referred to in this Rule be reduced or inapplicable.

**PART 4
ADMINISTRATIVE FEES**

Fees for Expedited Service

5. Expedited Service is where the Director is requested to perform the transaction within 2 business days of receipt of the application. The turnaround service is normally 10 business days. The prescribed application fee is doubled for expedited service.

Late Application Fee for Renewal of Licence

6. Where an application for the renewal of a licence is filed after the expiration of the licence last issued to the applicant, the applicant shall pay the prescribed application fee for the renewal in addition to a fee equivalent to 50% of the prescribed application fee.

General Fees

7.
 - (1) The fee for a copy of a licence is \$25.
 - (2) The fee for a cheque or payment refused due to non-sufficient funds or credit is \$25.

**PART 5
EFFECTIVE DATE**

8. This rule comes into force on 1 September 2022.