

# CHANGES IN INFORMATION REGULATION



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**1. AUTHORITY**

1.1 This Regulation is enacted pursuant to sections 3.1, 4.4, 5.1 and 17.1 of the By-law.

**2. DEFINITIONS**

2.1 In this Regulation, capitalized terms have the same meaning as they do in the By-law.

**3. RCIC INFORMATION TO BE KEPT UP-TO-DATE**

3.1 Every RCIC shall, within fifteen (15) calendar days of an effective change, notify the Council in writing of any changes to the following information:

- (a) RCIC's legal name
- (b) RCIC's residential civic address
- (c) RCIC's residential postal address, if different to the civic address
- (d) Employer's name or name of current business(es) under which the RCIC is operating their consultancy practice
- (e) RCIC's business civic address
- (f) RCIC's business postal address, if different to the business civic address
- (g) RCIC's satellite or subsidiary business civic addresses
- (h) RCIC's home telephone number
- (i) RCIC's business telephone numbers
- (j) RCIC's mobile telephone numbers
- (k) RCIC's facsimile numbers
- (l) RCIC's personal e-mail address
- (m) RCIC's business e-mail address
- (n) Details concerning the RCIC's client account(s) including:
  - i. Name of financial institution
  - ii. Name and civic address of the specific branch of the financial institution
  - iii. Account number
- (o) The person named as the RCIC's Authorized Representative and/or Responsible Person pursuant to the Planned or Unplanned Absence Regulation including:

- i. The designated person(s) names
- ii. The designated person(s) primary and secondary addresses
- iii. The designated person(s) telephone number
- iv. The designated person(s) e-mail address

(p) List of RCIC's agents including:

- i. Each agent's full name
- ii. Each agent's company name, if applicable
- iii. Each agent's business civic address (street, city, province, country and postal code)
- iv. Each agent's business telephone number
- v. Each agent's e-mail address
- vi. The date each agent was appointed by the RCIC

(q) If not ordinarily resident in Canada, the RCIC's Agent for Service including the agent for service's:

- i. Name
- ii. Postal address
- iii. Telephone number
- iv. Facsimile number
- v. E-mail address

#### **4. RISIA INFORMATION TO BE KEPT UP-TO-DATE**

4.1 Every RISIA shall, within fifteen (15) calendar days of an effective change, notify the Council in writing of any changes to the following information:

- (a) RISIA's legal name
- (b) RISIA's residential civic address
- (c) RISIA's residential postal address, if different to the civic address
- (d) Employer's name
- (e) Position with the employer
- (f) Confirmation that the RISIA is, as part of their normal duties, functioning as an international student advisor
- (g) RISIA's employer's civic address
- (h) RISIA's employer's postal address, if different to the business civic address
- (i) RISIA's home telephone number
- (j) RISIA's business telephone numbers

- (k) RISIA's mobile telephone numbers
- (l) RISIA's facsimile numbers
- (m) RISIA's personal e-mail address
- (n) RISIA's business e-mail address

## **5. PENALTY FOR BREACH OF REGULATION**

- 5.1 A Licensee must submit all information changes in writing by e-mail to [info@college-ic.ca](mailto:info@college-ic.ca).
- 5.2 A change/update of information is not considered received until the Council acknowledges its receipt by return e-mail to the Licensee.
- 5.3 A Licensee who fails to maintain all required information up to date, or fails to notify the Council within the prescribed reporting time, will be subject to the following penalties:
  - (a) For a first offence, a written warning with direction to correct deficiency within thirty (30) calendar days.
  - (b) For a second or subsequent offence \$100 per incident.
  - (c) Failure to correct deficiencies within thirty (30) calendar days or pay fines is subject to suspension and ultimately revocation.