



How to Complete the Notice of Change to Licence Information

Ontario Regulation 570/05 made under the Electricity Act, 1998

Please read the form carefully and complete all applicable sections as described below. Ensure you provide the applicable account number(s) and Licence numbers(s) you wish to make changes to.

Section A: Identify the type of change and licence that the change request(s) applies to.

Section B: If the legal company name or operating name is changing, we require business registration documents to be submitted that reflect the change. This could be demonstrated through a Master Business Licence or Articles of Incorporation or Amalgamation. An updated Certificate of Insurance is also required. If you have a WSIB account, proof of this update is also required.

Section C: Please make any changes to your contact information. If you are an Electrical Contractor requesting a change of address outside Ontario **OR** your mailing address is a PO Box, you must also provide an address for service in Ontario.

Note: these change requests are for your ESA account level, and not your online services profile(s). If you are an ESA Online user, ensure you log in and update any necessary changes to your email address or phone number in your profile(s).

Section D: If you have a new/terminating director/officer/owner in the business, we require business registration documents that reflect the change. Please complete a Notice of Change form for each new or terminating director/officer/owner.

Section E: Please be sure to include a copy of the Certificate of Qualification and/or Skilled Trades Ontario card to make any changes.

Section F: A valid WSIB Account Number is required to update/change the WSIB information on file for an Electrical Contractor.

Authorization:

Please ensure the bottom of the form is completed with the name and signature. All changes made to a Master Electrician Licence must be signed by the Master Electrician. All changes made to an Electrical Contractor Licence must be signed by a registered company principal/officer/owner/partner.

All licensees shall notify the Director or any change to the information provided in their licence application or renewal of licence application within five business days of the change.

Warning – It is an offence to knowingly provide false information on this application and any attachments.



Notice of Change: Licence Information

Email: esa.licensing@electricalsafety.on.ca
400 Sheldon Dr, Unit 1, Cambridge, ON N1T 2H9

Date Received: *Office Use*
Processed by: *Only*

Phone: 1-877-372-7233
www.esasafe.com/licensing

Section A: Type of Change and Licensee Information

Select Change Type(s)	<input type="checkbox"/> Change of Business Name	<input type="checkbox"/> Change of Address / Phone / Email
	<input type="checkbox"/> Change of Directors / Partners	<input type="checkbox"/> Change of STO (OCOT) / CofQ or WSIB
Changes Pertain to:	<input type="checkbox"/> Electrical Contractor Licence	<input type="checkbox"/> Master Electrician Licence <input type="checkbox"/> Both
Provide the Name and licence number for the applicable licence		
LEC Business Name:		
EC Licence Number:	ESA Account Number:	
ME Name:		
ME Licence Number:	ESA Account Number:	

Section B: Change of Business Name

The required supporting documents have been attached to this form.

New Legal Name:

New Operating Name:

Section C: Change of Address / Phone / Email

New Address:

Street	City	Prov	Postal Code
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EC provide address for Service in Ontario:

Street	City	Prov	Postal Code
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New Phone: _____ New website: _____

New Email: _____

Note: email change to online services (i.e. ME Portal) must be managed through each portal.

Preferred Method of Correspondence Email Mail

Section D: Change to Principal Director(s), Officer(s), Owner(s) or Partner(s)

The required supporting documents have been attached to this form.

New Terminating Effective Date of Change (YYYY / MM / DD): _____

First Name: _____ Middle: _____ Last Name: _____

Home Address:

Street	City	Prov	Postal Code
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Phone: _____ Date of Birth (YYYY / MM / DD): _____

Position Held in Company: _____

Section E: Change of Skilled Trades Ontario (or OCOT) / Certificate of Qualification Holder

The required supporting documents have been attached to this form.

Journey person Name: _____

STO Number: _____ Expiration Date (YYYY / MM / DD) _____

Qualification Type: 309A, 309D 309C, 309E 434A 442A Other _____

Position Held: Corporate Owner, Officer or Director Partner
 Employee Sole Proprietor

Section F: Change to or Adding WSIB, Change to EC Work Type

The required supporting documents have been attached to this form.

WSIB Account Number: _____

Work Type: Residential Commercial & Industrial Pole Line HVAC
 Street Lighting High Voltage / Sub Station Utility Other

Authorization

I state that the information contained on this form is true and correct to the best of my knowledge. I understand that providing false information is a chargeable offence and is also grounds for denial, suspension or revocation of the master electrician licence and/or the electrical contractor licence.

Name of Master Electrician or Authorized Signing Official for the Business: _____

Title: _____

Signature Date

BY SUBMITTING PERSONAL INFORMATION TO THE ELECTRICAL SAFETY AUTHORITY, OR ITS AGENTS AND SERVICE PROVIDERS, YOU AGREE THAT ESA MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH ITS PRIVACY POLICY, APPLICABLE LAWS OR PURSUANT TO OUR ADMINISTRATIVE AGREEMENT WITH THE PROVINCE OF ONTARIO.

If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com