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**INFORMATION SHEET
FOR BUSINESS LICENCE
CANCELLATION**
(Mandatory information)

FILE: 4320-20 Business Licence

- Resident
- Non-Resident

DATE: _____ FORM COMPLETED BY: _____

CUSTOMER #: _____ RESIDENT BUSINESS NON-RESIDENT BUSINESS

DISTRICT NOTIFIED VIA: TELEPHONE CALL MAIL IN PERSON FAX EMAIL

DATE OF DISCONTINUATION: _____ FOR THE YEAR: 20____

Name of business: _____

Business location: _____

District notified by: _____
(NAME OF BUSINESS OWNER OR REPRESENTATIVE)

Business phone: _____

Reason for closure: _____

(This section for office use only)

Distribution and Filing: (Initial box when done)

- Copy to Bylaw**
- Original to Senior Finance Clerk**
 - Inactivates Business Licence in Vadim**
 - Attaches original form to original Business Licence documents and forwards to Records Clerk**
- Records Clerk**
 - Files combined documents**