

Alberta Funeral Services Regulatory Board

Change of Sponsorship Notification Form

Name of funeral business: _____

We wish to notify the Alberta Funeral Services Regulatory Board of a change in sponsorship at this business location.

Remove from the Licensing Register

(name of employee)

____ business manager

____ funeral director

____ embalmer

____ funeral director/embalmer

____ pre-need salesperson

(date employment **ended** at this business location)

(Signature of business manager)

Add to the Licensing Register

(name of employee)

____ business manager

____ funeral director

____ embalmer

____ funeral director/embalmer

____ pre-need salesperson

(date employment **began** at this business location)

(Signature of business manager)

A new licence application must also be submitted.

The business manager of a funeral services business must within 7 days notify the Board of all changes in employment (commencement and termination) and sponsorship at a business location. If the business manager fails to notify the Board of changes in employment and sponsorship, the business will continue to be responsible for all licensed activities of the licensee even if the licensee is no longer employed at the funeral business. As per Schedule 4 of the *Funeral Services Act* General Regulation, there is an Administrative Penalty in the amount of \$500 for the first contravention and \$1000 for the second contravention for failing to provide this notice.

Send completed forms to: Alberta Funeral Service Regulatory Board
11810 Kingsway Avenue
Edmonton AB T5G 0X5