

Summary – Registration Process

The registration process for BC Timber Sales registrants has six major stages, as outlined below. Complete details of the registration process are provided in a companion document available on this page.

Major Stages

1. **Client Contact** – potential registrant/client obtains information, including application forms, from a Timber Sales Office or BCTS website; BCTS contact is identified; potential registrant delivers or submits complete and notarized registration form to Timber Sales Officer
2. **Receipt of Application for Registration Form** – all applications received; incomplete forms returned to applicant for completion; completed forms processed by BCTS; fully executed applications distributed to BCTS Business Officer
3. **Verification** – BCTS Business Officer administers verification, including various information checks as necessary; discrepancies are discussed with client; recommendation by Business Officer on whether or not to approve application
4. **Approval of Application** – Timber Sales Manager receives recommendation of Business Officer and makes decision on whether or not to approve application
5. **Notification** – BCTS staff notify applicant in writing of TSM decision within two weeks of application receipt; client may also be contacted by telephone; for approved applications, a Certificate of Registration accompanies letter to applicant
6. **Renewal of Registration** – registrant submits an Application of Registration and application fee; BCTS staff conduct appropriate due diligence checks; approval or rejection conducted as in Stage 4; notification conducted as in Stage 5