



Motor Vehicle Sales Authority of BC  
 Motor Dealer Customer  
 Compensation Fund

## Motor Dealer Customer Compensation Fund Demand Letter to Motor Dealer

Date: \_\_\_\_\_  
 Motor Dealer's Name: \_\_\_\_\_  
 Motor Dealer's Address: \_\_\_\_\_  
 To: Dealer Principal / General Manager

This Demand Letter is sent in compliance with Section 6 of the *Motor Dealer Customer Compensation Fund Regulation* providing you with **30 days** from the date of this Demand Letter to honour this demand.

**DEMAND:**

This is a final demand for \$ \_\_\_\_\_ with respect to our transaction regarding the following vehicle:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle identification number (VIN)

VIN is a unique serial number that identifies a motor vehicle. Recreational Vehicles (RV) have 2 VINs – one for the chassis and one for the coach.

VIN: \_\_\_\_\_ VIN 2: \_\_\_\_\_  
 (for an RV, this is the VIN noted on your registration) (for RV's only - this is the coach VIN)

Registration number: \_\_\_\_\_  
 (as stated on the ICBC Transfer/Tax Form or Vehicle Registration)

Please be advised that if this demand is not met, I/we will file a claim for compensation to the Motor Dealer Customer Compensation Fund.

**THIS DEMAND IS BASED ON THE FOLLOWING:**

**MY / OUR CONTACT INFORMATION:**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Signature: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**IMPORTANT:**

**1. MAKE a copy** of this Demand Letter for your records.

**2. If motor dealer is in business, send the original Demand Letter to the Motor Dealer** by registered mail or hand deliver. Keep registered mail receipt. If your dispute remains unresolved after 30 days, file the Claim Application

**3. If the motor dealer is not in business, attach the original Demand Letter to your Claim Application.**