



Ontario Motor Vehicle Industry Council

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For office use only

Reg #: _____

W- ID: _____

A- ID: _____

BUSINESS CHANGE NOTICE – NAME OR ADDRESS

This application must be completed by sole proprietors, partnerships, limited partnerships or corporations looking to change their legal or business name, registered premises or alternate mailing address.

A legal name change occurs when a corporation’s legal name is amended or changed by the Articles of Amendment. If you are changing the legal name of an existing, registered dealership, please contact OMVIC prior to completing this application to confirm the type of application required for your specific case.

Please review the **Business Change Notice – Name or Address Information** section of this form before completing it. For the purpose of this form, the “applicant” is the registered dealership identified in Section A, below.

SECTION A: GENERAL INFORMATION

All applicants must complete this section.

Application Type (select as many as apply):

Name Change (Section B) Address Change (Section C) Alternate Mailing Address Change (Section D)

Application Contact Name: _____

Contact Phone: _____ Contact Email: _____

Dealership Information:

Registration Number: _____

(Original) Legal Name of Dealership: _____

(Original) Business (Trade) Name (if applicable): _____

SECTION B: NAME CHANGE

Complete this section to change your legal or business name.

We require you to attach a copy of the **Articles of Amendment** to confirm the legal name change.

We require you to attach a copy of your **Business Name Registration/Master Business Licence** to confirm a business (trade) name change. Please note that **names deemed to be misleading will not be approved**. Refer to the **Business Change Notice – Name or Address Information** section for details.

New Legal Name Dealership: _____

New Business (Trade) Name of Dealership: _____

SECTION C: ADDRESS CHANGE

Complete this section to change your business premises or to provide an alternate mailing address. *Please note: the premises cannot be a dwelling unless you are a registered "Wholesaler" or "Broker."*

New Business Premises:

Street #: _____ Street Name: _____

Street Type: _____ Street Direction: _____ Unit #: _____

City: _____ Country: _____ P.O. Code: _____

1. What was the last day of operations at your previous location? (YYYY/MM/DD): / /

2. Do you have any outstanding obligations or any matters in dispute regarding your previous location?

Yes No

If "yes," please explain:

3. Will this proposed location accommodate an exclusive office for the dealership?

Yes No

4. Will you have permanent signage at the location for the dealership?

Yes No

5. Will this be the only business of any kind operating at the premises and unit number specified above?

Yes No

If "no," please list other businesses at this location:

6. With respect to the business premises indicated above, does the applicant own, rent or lease?

Own Rent/Lease Other, please specify: _____

We require you to submit copies of the following documentation in support of this application (as appropriate, based on whether you own or rent/lease): **municipal permit, proof of ownership, deed or recent property tax bill, lease or rental agreement in the applicant's name.** *Note: subleases will not be accepted without a copy of the primary lease confirming subleasing is permitted.* If you do not attach the required documentation to this application, you must submit it before the application can be completed.

Kindly provide an explanation on a signed and dated sheet attached to this application if you've answered "no" to Question 3 or 4.

Alternate Mailing Address:

*Please note: having an alternate mailing address is not required and may not be approved. See the **Business Change Notice – Name or Address Information** section for details.*

PO Box Rural Route General Delivery Suburban Service Mobile Route Number: _____

Street #: _____ Street Name: _____

Street Type: _____ Street Direction: _____ Unit #: _____

City: _____ Country: _____ P.O. Code: _____

7. Can you receive mail at your business premises?

Yes No

8. Please explain why you would like to receive your mail at a separate location from your business premises:

Records Storage Address:

Applicants registered in the "Wholesaler" or "Broker" classes who will work from a dwelling must store their records at an alternate location approved by the Registrar. Kindly complete a **Request for Records Storage Address** form available at www.omvic.on.ca. "Wholesaler" or "Broker" applicants who will operate from a business premises may also apply to store their records at an alternate location. Please see the **Business Change Notice – Name or Address Information** section of this form for more information.

SECTION D: CONSENT AND UNDERTAKING

All applicants must complete this section.

I confirm that I have not misrepresented or omitted any material facts in any document or statement made in support of this application. I understand that each statement is subject to verification. I understand it is a serious offence to knowingly provide false information in connection with this application. **I further understand the provision of false, incomplete or misleading information, or the omission of information in this application or the documents submitted with it, may result in the refusal, suspension or revocation of registration.**

In order to complete or verify the information provided on this form, it may be necessary for OMVIC to collect additional information from or to exchange information with government and relevant non-government sources regarding the applicant, its officers, directors, partners and shareholders. On request by OMVIC, I agree to furnish any required authorization or release to obtain information. I consent to the collection of this information as authorized under the *Motor Vehicle Dealers Act 2002* ("the *Act*"). **I understand this information will be used to determine whether I am and remain qualified for the registration for which I am applying or to ensure compliance with the *Act*. Only information relevant to my registration will be collected. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for registration or to ensure compliance with the *Act*. I understand the consent to the collection and sharing of this information remains ongoing throughout the term of my registration and during the application process.**

I understand I must notify OMVIC in writing within five days of any changes to this information that occurs following this application being filed. I confirm I have retained a copy of this application for my records.

The registration record, which includes the applicant's name, registration number, business address and registration dates, is part of the public record.

The applicant understands it is a violation of the *Act* to conduct business as a motor vehicle dealer without benefit of registration from OMVIC.

I confirm that I have read and understood the information provided in the Business Change Notice – Name or Address Information section of this application.

I certify the information provided by the undersigned in support of this application is, to the best of my knowledge and belief, true.

I certify I am an authorized representative of the applicant (i.e., an officer, director, partner or the sole proprietor).

Name of Authorized Individual/Employer

Signature of Authorized Individual/Employer

Date Signed (YYYY/MM/DD): / /

Position of Authorized Individual

Business Phone

Business Fax

Name of person who completed/translated this application, if different from the authorized individual/employer

BUSINESS CHANGE NOTICE CHECKLIST

Have you attached:

- Copy of the Articles of Amendment for a legal name change. See Section B – Name Change
- Copy of Business Name Registration/Master Business License for a business (trade) name change. See Section B – Name Change
- Municipal permit, proof of ownership, deed or recent property tax bill, lease or rental agreement in the applicant's name for a change of business premises. See Section C – Address Change
- Signed and dated statement if you've answered "no" to Questions 3 or 4 in Section C – Address Change

BUSINESS CHANGE NOTICE – NAME OR ADDRESS INFORMATION

The following information is provided as a guideline only. You are encouraged to review the relevant sections of The Motor Vehicle Dealers Act 2002 ("MVDA 2002") and its regulations and to consult with your lawyer if you have any questions. After reviewing this information, if you have any questions about completing this form, please call OMVIC at 416-226-4500 (Toronto) or toll-free at 1-800-943-6002.

SECTION B: NAME CHANGE

Business (Trade) Name – This is the name by which your dealership will identify itself to the public on its signs, advertisements, bills of sale, etc. This name must also be registered with the Ministry of Consumer Services – Companies Branch. For example, if you are going to identify yourself to the public as "Mary's Quality Used Cars," you must register this name with the Companies Branch.

Please attach a copy of your registration of new business name (Master Business Licence). Sole proprietors, partnerships (general or limited) and corporations can operate under a business or trade name other than their own (for example, "John and Mary's Auto Sales"). Any business name must be registered with the Ministry of Consumer Services – Companies Branch, or with Ontario Business Connects (OBC) through their Master Business Licence (MBL) registration. A Business Identification Number (BIN) is assigned to a registered business name.

Go to www.serviceontario.ca to register your trade name online. You can also call 416-314-8880 or 1-800-361-3223 for more information about registering your trade name.

Misleading Names – OMVIC reserves the right to refuse registration to an applicant who proposes to conduct business under any name which is misleading. For instance, names which incorporate words or phrases such as "wholesale," "at cost," "liquidation" and "factory direct" may lead customers to believe they will enjoy special pricing otherwise unavailable. If you have any questions about your proposed name, please contact OMVIC prior to submitting your application.

SECTION C: ADDRESS CHANGE

Address Terms – Street Type is the name after the street name (e.g., Avenue, Street, Road, etc.). Street Direction should be completed when the name of the street includes a direction after the street type (e.g., Eglinton Avenue East). In this case "East" is the Street Direction.

Business Address – Kindly provide a municipal permit or letter confirming your new location is zoned for the proposed use. If you are registered in the "Wholesaler" class, you will need a letter from the city confirming the location is commercially zoned. Otherwise, you will need confirmation that the property is zoned for retail motor vehicle sales, unless you have provided OMVIC with an executed "Acknowledgement of Premises Restrictions" document. In this case, you will only need a letter from the municipality confirming the property is commercially zoned.

You will not be allowed to operate from a residence unless you are registered in the "Wholesaler" or "Broker" classes. In order to be approved to operate your "Wholesaler" or "Broker" class dealership from a residence, you will need to establish an acceptable records storage address.

Records Storage Address – If you are registered in either the "Broker" or "Wholesaler" class, you may be able to store your books and records at an alternate address. A records storage address must be a place where OMVIC representatives can have free access to all your books and records during normal business hours and you have provided written confirmation of that access from the custodian at that address.

Records kept at your business or records storage address must include but are not limited to:

- Records of motor vehicles (e.g., safety standard certificates, repair or reconditioning records, vehicle permits etc.).
- Records relating to trades (e.g., consignment, lease, purchase, broker, trade-in, service plan or warranty agreements, payment and commission records).
- Records of business (e.g., employee records, records of associated persons, financing records, loan agreements, bank records, trust account records).

You must ensure records kept at your records storage address should be no more than one month out of date.

If you are a registered Wholesaler or Broker and would like to request the Registrar's approval for a records storage address, please submit a "Request for Records Storage Address" form.

Mailing Address – Please provide an explanation if you need to have your OMVIC mail sent to an address other than your approved business location. For example, alternate mailing addresses will usually be accepted if the post office does not deliver mail to your business address. If this is the case, you should attach a letter from Canada Post confirming this. However, if your request for an alternate mailing address is the result of a problem with your approved business location (e.g., a lack of security), then you may be required to find another location from which to operate your dealership.