



**Ontario Motor Vehicle Industry Council**

789 Don Mills Road, Suite 800, Toronto ON M3C 1T5  
Tel: 416-226-4500 Fax: 416-226-3208 Toll-Free: 1-800-943-6002

**REQUEST FOR RECORDS STORAGE ADDRESS**

This application should be completed by dealers registered in the "Wholesaler" or "Broker" class who are seeking the Registrar's approval to have their records stored at an alternate location from their business address. Please review the information on the reverse of this form before completing it. For the purpose of this form, the "Applicant" is the registered dealership referred to in Section A, below.

**SECTION A: GENERAL INFORMATION**

Legal Name of Dealer: \_\_\_\_\_

Business (Trade) Name (if applicable): \_\_\_\_\_

Dealer Registration Number:

Class of Registration:

- Wholesaler  Broker

**Current Business Address:**

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Street Type: \_\_\_\_\_ Street Direction: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ P.O. Code: \_\_\_\_\_

Is this business address a residence?

- Yes  No

**SECTION B: RECORDS STORAGE ADDRESS**

Name of Facility or Business: \_\_\_\_\_  
(Please note: self storage facilities will not be approved.)

Contact at Facility or Business Who Can Access Your Records: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Days and Hours of Operation for Facility or Business: \_\_\_\_\_

*For office use only*

Registration Number:

**Records Storage Address in Ontario:**

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Street Type: \_\_\_\_\_ Street Direction: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ P.O. Code: \_\_\_\_\_

1. Is this a secure fixed location with heat and electricity?

Yes  No

2. Is there a work area where an OMVIC representative can review your records (e.g., a table and chair)?

Yes  No

3. Will OMVIC representatives have free access to your books and records at this facility or business during normal business hours?

Yes  No

Please attach a copy of a signed agreement with the facility or business as confirmation.

4. Please describe how an OMVIC representative will be able to identify this facility or business from the outside (e.g., visible markings).

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5. Is this facility attached to a residence?

Yes  No

If "yes," please provide a zoning letter indicating it is commercially zoned.

**Please note: Facilities that are attached to a dwelling must be accessible without going through the dwelling.**

**SECTION C: CONSENT AND UNDERTAKING**

The applicant understands this request is subject to the Registrar’s approval and confirms that records will not be stored at the facility or business described above until confirmation is received from OMVIC that this request has been approved. I understand that I may be given provisional approval, pending verification of the information provided in this form and subject to an onsite inspection. The applicant further understands that approval of a records storage address by the Registrar does not mean compliance with other laws, regulations, agreements or other obligations regarding the storage of the applicant’s books and records.

The applicant undertakes to ensure their records are organized in a way they can be easily located by an OMVIC representative (e.g., bank statements for a specific period, documents related to a particular trade, copies of garage register etc.). I undertake to ensure my records are kept separate from the records of any other business. I further undertake to deliver my records to an OMVIC representative upon request. I further undertake to provide OMVIC with original documents, if requested. I understand my records must be complete and no more than 30 days out of date. If I need to remove my records from this business or facility, I undertake to provide OMVIC with written notice specifying the reason for such removal, the records affected, where they will be located and when they will be returned. I undertake not to remove my records from this business or facility except on a temporary basis for no more than 30 days.

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 which 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 on the reverse 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.

\_\_\_\_\_  
Name of Authorized Individual/ Employer

\_\_\_\_\_  
Signature of Authorized Individual/Employer

\_\_\_\_\_  
Position of Authorized Individual/Employer

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (YYYY/MM/DD)

\_\_\_\_\_  
Name of person who completed this application, if different from authorized individual/employer

\_\_\_\_\_  
Signature

## **REQUEST FOR RECORDS STORAGE 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* ("the Act") 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: RECORD STORAGE ADDRESS**

Your record storage facility should be a professional document management facility or a professional office (e.g., your lawyer's, accountant's or bookkeeper's office). Self-storage or mobile-storage facilities will not be approved. This location must be commercially zoned and there must be an individual present at the location during normal business hours who can assist an OMVIC representative accessing your records. Please attach a signed agreement with this facility explaining how the OMVIC representative can contact this business or facility during normal business hours to access your records. The OMVIC representative must be provided free access to your records whenever requested. The location must be a fixed, secured location with heat, electricity and a work area for the OMVIC representative.

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).