



Ontario Motor Vehicle Industry Council

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SALESPERSON CHANGE NOTICE

This application is to be completed by motor vehicle dealers and salespersons when adding/transferring a salesperson who has a current registration under the *Motor Vehicle Dealers Act, 2002* (MVDA 2002). If you are being employed or retained to act as a salesperson by more than one registered dealer, please attach a letter of consent from each dealer. For the purposes of this application, “registrant” is the salesperson named in Section A.

If an individual is being added to the dealership in a different capacity (e.g., as an officer, director, partner, shareholder or signing officer), please complete the “Business Change Notice – Individuals” form. If the same individual is being transferred as a registered salesperson and in another capacity, please submit the “Business Change Notice – Individuals” form along with this form.

SECTION A: GENERAL INFORMATION

Reason for completing this form:

- Transfer an individual who has a valid registration certificate. **(\$75 fee applicable)**
- Add an individual who has a valid registration certificate and who will work for more than one dealership at the same time. **(\$75 fee applicable)**

Salesperson

First Name: _____ Middle Name: _____
 Last Name: _____ Known As: _____
 D.O.B. (YYYY/MM/DD): ____/____/____ Registration Number: _____

New Residence Address: Please provide the salesperson’s new residence address if they have moved since their last renewal.

Street #: _____ Street Name: _____ Street Type: _____
 Street Direction: _____ Unit #: _____ City: _____
 P.O. Code: _____ Residence Phone: _____ Alternate Phone: _____
 Fax #: _____ Email: _____

For office use only

Registration Number: _____ Payment Reference Number: _____

SECTION B: PRECONDITIONS TO REGISTRATION

1. Will the registrant be in charge of the day-to-day operation of the dealership he/she is joining (i.e., the person who has been assigned primary responsibility for, and has agreed to be accountable for, compliance with the MVDA 2002 and its Regulations)?

Yes No

2. If "yes" to Question 1, has the salesperson:

a) Been in charge of a dealership since January 1, 2007?

Yes No

b) Completed the OMVIC certification course since January 1, 2009?

Yes No

Georgian College Student ID Number (if available):

Please note: The registration of the dealership cannot be granted or renewed if you've answered "no" to both a) and b). In accordance with Section 11 of the Regulations under the MVDA 2002, the Registrar shall not grant a renewal unless the requirements described above are met prior to your dealer's expiry date or before registration is granted (if the dealership is not yet registered).

SECTION C: PAYMENT INFORMATION

The application processing fee is \$75. Fees must be made payable to the "Ontario Motor Vehicle Industry Council." In any event, this processing fee will not be refunded after your application is processed. Refund requests will be considered only if they are received within 48 hours.

Payment Method (please check appropriate box):

Cheque Certified Cheque Cash Money Order

Credit Card ***If you are paying by credit card, please fill out the credit card payment form at the end of this application.

SECTION D: TRANSFER/ADD SALESPERSON

The salesperson is currently registered with the following dealer:

Legal Name of Dealer:

Business (Trade) Name of Dealer (if applicable):

Dealer Registration Number:

Leaving Date (if applicable) (YYYY/MM/DD): / /

New Dealer

Legal Name of Dealer:

Business (Trade) Name of Dealer (if applicable):

Dealer Registration Number:

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

SECTION E: EMPLOYMENT OR OTHER ACTIVITIES

Has your registration been inactive for more than six months?

Yes No If "yes," please provide details of your employment or other activities since your inactive date.

SECTION F: ELIGIBILITY

1. Does the registrant currently hold a valid Ontario driver's licence?

Yes No

2. Has the registrant ever had a commercial, professional or business registration certificate or licence of any kind refused, suspended, revoked or cancelled, or have you ever been a party to such a proceeding?

Yes No

3. Are there any unsatisfied judgements, court orders or collections currently pending against the registrant?

Yes No

4. Has the registrant declared bankruptcy or had a petition filed under any bankruptcy or insolvency legislation in any jurisdiction in the last two years?

Yes No

5. Has the registrant **ever** been found guilty or convicted of an offence **under any law**, or are there any charges pending?

Make sure to include those cases where a conditional, absolute discharge or pardon has been ordered/granted.

Please note: This question refers to charges under any law. Accordingly, you may need to answer "yes" even if a criminal record (or other check) has come back clean.

Yes No

6. If "yes" to Question 5, has the registrant disclosed all pending charges or convictions on a previous OMVIC application?

Yes No

If "no" (to Question 6), kindly attach a written explanation of the circumstances surrounding each pending charge or conviction signed and dated by the registrant and an authorized individual at the dealership. Also, please go to the **BackCheck** page of OMVIC's website at www.omvic.on.ca to request a records check.

Insert your five or six digit **BackCheck Order Number** here:

Refer to the **Salesperson Change Notice Information** section for further details.

If you answered "yes" to any of Questions 2 – 4 above, kindly provide the details on a statement signed and dated by the applicant and an authorized individual at the dealership.

SECTION G: CONSENT AND UNDERTAKING

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 registrant. 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 further consent to the sharing of this information with current or future sponsoring dealers.

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 registrant's name, registration number, employer's name, business address and registration dates, is part of the public record.

I understand I may not trade on behalf of a motor vehicle dealer unless I am registered under the Act as a salesperson to that dealer. I acknowledge that "trade" refers to any form of discussion, representation or negotiation concerning the purchase, sale or lease of a vehicle and is not limited to the signing of contracts. I know this also includes attendance at wholesale auctions or the positions commonly referred to as Sales Manager, Finance and Insurance Manager and Business Manager.

I confirm that I have read and understood the information provided on the reverse of this application.

I confirm I am legally entitled to work in Canada.

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 the Registrant:

Registrant's Signature:

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

Name of the person/interpreter who completed this application, if not the applicant:

SECTION H: CERTIFICATE OF DEALER

This section to be completed by the dealer.

I certify I have personally and fully discussed the response to each question on the completed application with the applicant prior to signing this document and I am satisfied the information given by the applicant is true to the best of my knowledge and belief.

I certify that I am an authorized representative of the dealer/organization (i.e., an officer, director, partner, sole proprietor).

Date: (YYYY/MM/DD) / /

Legal Business (Trade) Name of Dealer/Dealership:

Dealership Registration Number:

Name of Authorized Individual/Employer:

Position of Authorized Individual/Employer:

Dealership Business Phone:

Signature of Authorized Individual/Employer:

Dealership Business Fax:

Dealer/Dealership Address:

Street #: _____ Street Name: _____

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

City: _____ P.O. Code: _____

PAYMENT METHOD

Payment Method: Visa MasterCard Cash Cheque Money order

Credit Card #: / / / Expiry Date: /

Cardholder Name: _____ Cardholder Signature: _____

Note: A service charge fee will apply for all NSF cheques or declined credit payments.

SALESPERSON CHANGE NOTICE 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.

Trade – Includes buying, selling, leasing, advertising or exchanging an interest in a motor vehicle, or negotiating, inducing or attempting to induce the buying, selling, leasing or exchanging of an interest in a motor vehicle.

Salesperson – An individual who is employed by a motor vehicle dealer to trade in motor vehicles on the dealer's behalf.

Employ – Means to employ, appoint, authorize or otherwise arrange to have another person act on your behalf.

SECTION A: GENERAL INFORMATION

First, Middle, Last and "Known As" Names – The first, middle and last name on this application form should match the names on the individual's identification. The "known as" name is the name by which they are commonly known (if different from their identification).

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.

Residence – The place where you live on a day-to-day basis.

SECTION B: PRECONDITIONS TO REGISTRATION

Certification Requirements – The OMVIC certification course is a correspondence course offered through the Canadian Automotive Institute (CAI) at Georgian College. Once you submit your enrollment form via fax or mail to CAI, they will send you the course material by courier. Enrollment forms are available from OMVIC or the CAI. Your course material can also be downloaded from OMVIC's website at www.omvic.on.ca. Once you have finished studying the course material, you can arrange to write your test at the MTO issuing office in your area. This is an open-book test containing multiple-choice questions which you will be given an hour to complete. Test results will be communicated directly to OMVIC by the CAI provided OMVIC has the student's information and student number. Some individuals are required to complete this course as a precondition of having their registration granted or their dealer's registration granted or renewed.

All applicants or registrants are encouraged to complete the OMVIC certification course to receive important information about the MVDA 2002, such as:

- Automatic rescission of customer contract if certain disclosures are not made.
- New disclosure requirements affecting all retail and wholesale contracts.
- A new Code of Ethics and disciplinary process affecting both dealers and salespeople.
- Restriction on what extended warranties you can offer or sell.
- All-in price advertising.

SECTION C: PAYMENT INFORMATION

Processing Fees – If a cheque is returned NSF or a credit card is declined, there will be a \$35 service charge fee and your registration may be cancelled. Certified cheque or money orders are preferable. In any event, this processing fee will not be refunded after your application is processed. Refund requests will be considered only if they are received within 48 hours.

SECTION F: ELIGIBILITY

BackCheck Order Number – This five or six digit number confirms you have gone to the BackCheck page on OMVIC's website at www.omvic.on.ca to initiate a BackCheck records check. OMVIC compliant BackCheck reports can also be requested through the Ontario Automobile Dealers Association website at www.oada.ca or the Used Car Dealers Association at www.ucda.org. Follow the instructions on the website to complete your records check. Once you have completed the process (including attendance at Canada Post) OMVIC should receive your report the next business day.