



## Ontario's Vehicle Sales Regulator

65 Overlea Boulevard, Suite 300, Toronto ON M4H 1P1

Tel: 416-226-4500 Toll Free: 1-800-943-6002

email: registration@omvic.on.ca

[www.omvic.on.ca](http://www.omvic.on.ca)

### BRANCH APPLICATION - PAYMENT INFORMATION

#### For office use only

Reg #: \_\_\_\_\_

P-Ref: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

### PAYMENT INFORMATION

Registrant's Name: \_\_\_\_\_

The application processing fee is \$250.

Cheque  Money Order – Please make payable to the “Ontario Motor Vehicle Industry Council.”

Visa  MasterCard  Cash  Debit Card – Please make payment in person at OMVIC's head office. If you submit your application with credit card payment by email, mail or courier, please complete the fields below and a representative from OMVIC's Registration department will contact you by telephone for your CVV number, the three-digit number printed on the back of the card.

If paying by credit card, I acknowledge that I authorize OMVIC to charge my credit card for the amount of \$250 and that I understand OMVIC's refund policy as defined below.

Credit Card #:

Expiry Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

If the registrant is registered in the “General Dealer” or “Broker” class you must make a further contribution to the Compensation Fund. Please attach a separate payment by certified cheque or money order in the amount of **\$324** payable to the **“Motor Vehicle Dealers Compensation Fund.”** Do not combine your payments to OMVIC and the Compensation Fund.

This processing fee will not be refunded after your application is processed. Refund requests will be considered only if received, in writing, within 48 hours from when this application is received. A \$35 service charge will apply for all NSF cheques or declined credit card payments.

**Processing Fees** – If a cheque is returned NSF, or a credit card is declined, there will be a **\$35 service charge** and the applicant's registration (if granted) may be cancelled. A certified cheque or money order is preferable. In any event, this processing fee **will not be refunded** after the application is processed. Refund requests will be considered only if they are received, in writing, within 48 hours from when the application is received.



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Reg #: \_\_\_\_\_

P-Ref: \_\_\_\_\_

W - ID: \_\_\_\_\_

A - ID: \_\_\_\_\_

**BRANCH APPLICATION**

This application is to be completed by registered dealerships seeking approval for an additional location from which to operate. Please review the **Branch Application Information** section of this form before completing it. **For the purpose of this form, "registrant" is the registered dealership referred to in Section A.** All Sections (A-F) must be completed in full.

The branch application processing fee is \$250, payable to the "Ontario Motor Vehicle Industry Council." **If the registrant is registered in the "General Dealer" or "Broker" class you will need to make a further contribution to the Compensation Fund. Please attach a separate payment by certified cheque or money order in the amount of \$324 payable to the "Motor Vehicle Dealers Compensation Fund." Do not combine your payments to OMVIC and the Compensation Fund.**

Please note: We require the original copy of this application. It must be submitted in person, by mail or courier.

**SECTION A: GENERAL INFORMATION**

If this application relates to a renewal you've submitted online, kindly provide your  
**Reference Number:** \_\_\_\_\_

Application Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**SECTION B: HEAD OFFICE INFORMATION**

Legal Name of Head Office: \_\_\_\_\_

Business (Trade) Name of Head Office (if applicable): \_\_\_\_\_

Head Office Registration Number: \_\_\_\_\_

**SECTION C: BRANCH INFORMATION**

If the branch will have a different Business (Trade) Name than the Head Office, you are required to submit a copy of the **Business Name Registration/Master Business Licence** for the branch.

Business (Trade) Name of Branch (if different from the head office): \_\_\_\_\_

*Note: Names deemed to be misleading will not be approved. See the Branch Application Information section for details.*

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Business Website (<http://>) \_\_\_\_\_

**SECTION D: BUSINESS PREMISES**

All registrants seeking registration for a branch must complete this section before approval can be granted.

**ALL GENERAL DEALERS MUST READ SECTION D OF THE "BRANCH APPLICATION INFORMATION" AT THE BACK OF THIS FORM FOR IMPORTANT INFORMATION ABOUT SETTING UP THEIR BRANCH PREMISES.**

**BRANCH PREMISES:**

You are not required to submit photographs of your proposed location unless requested to do so. Any photos submitted will not be reviewed for compliance.

**Note:** The premises cannot be a dwelling unless the registrant has selected the "Wholesaler" or "Broker" class. Dealers in the "Wholesale" class should check Flexible Office Providers on the Registration Services page of our website at [www.omvic.on.ca](http://www.omvic.on.ca).

Street #: \_\_\_\_\_ Street: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

1. The applicant confirms this proposed location accommodates an exclusive office for the branch.  
 Yes
2. The applicant confirms there will be permanent signage at the location for the proposed branch. Please see the **Branch Application Information** section of this form for signage requirements.  
 Yes
3. 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:

\_\_\_\_\_

4. With respect to the branch premises indicated above, does the registrant own, rent or lease?  
 Own     Rent/Lease     Other, please specify: \_\_\_\_\_

**In support of this application, we require you to attach clear copies of the following documentation.** Kindly check the appropriate boxes to identify what you have attached:

- 1-  Municipal permit/letter issued to the registrant
- 2-  Lease or rental agreement in the registrant's name (if applicable)
- 3-  Proof of ownership (deed or recent property tax bill) in the name of the registrant or lessor/landlord

*Note: subleases will not be accepted without a copy of the primary lease confirming subleasing is permitted and a signed and dated letter of consent from the owner.*

5. If you are applying as a General Dealer, you are required to provide proof you have a Garage Auto Policy (OAP4) with a minimum third party liability coverage of \$1,000,000. Have you attached your Confirmation of Insurance (pink slip) for a Garage Auto Policy (OAP 4) to this application?  
 Yes     No  
If you've answered "no," kindly provide an explanation:

\_\_\_\_\_

\_\_\_\_\_

**Alternate Mailing Address:**

Would you like OMVIC to send mail for the branch to the head office of the dealership?

Yes  No

You may request an alternate mailing address if Canada Post does not deliver mail to the branch premises. **We require you to attach a letter of confirmation from Canada Post.** See the **Branch Application Information** section for details.

PO Box  Rural Route PO Box or Rural Route Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Records Storage Address:**

Registrants 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. The location should be a professional document management facility or a professional office (e.g. your lawyer, accountant or bookkeeper’s office). **Self-storage or mobile-storage facilities will not be approved.** Kindly complete a **Request for Records Storage Address** form available at [www.omvic.on.ca](http://www.omvic.on.ca). “Wholesaler” or “Broker” registrants who will operate from a business premises may also apply to store their records at an alternate location. Please see the **Branch Application Information** section of this form for more information.

**SECTION E: INDIVIDUAL CHANGES**

1. Will there be any changes to the partners, officers, directors, shareholders, signing authorities or person in charge of the head office of the dealership?

Yes  No

If "yes," kindly attach a **Business Change Notice – Individuals/Amalgamation** form. This form is available on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca).

2. Who will be the "person in charge" of the day-to-day operations of the branch i.e. the person who is at the dealership on a day-to-day basis and has been designated with and accepted primary responsibility for ensuring compliance with the Act and Regulations and has authority over employees engaged in the trade (as defined in the MVDA) of motor vehicles (e.g. the General Manager or Dealer Principal)?

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Birth Date (YYYY/MM/DD): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Gender:  M  F Other Position(s): \_\_\_\_\_

Registration Number (if applicable): \_\_\_\_\_

Georgian College Student ID (if applicable): \_\_\_\_\_

Is this individual registered to the head office of the dealership?

Yes  No

If "no," kindly attach an **Individual Application** form and fee (if the individual is not registered) or a **Salesperson Change Application** form and fee (if the individual is currently registered). Both forms are available on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca).

3. Are there any unregistered individuals who are seeking registration or reinstatement with the branch location?

Yes  No

If "yes," kindly attach an **Individual Application** form and fee for each individual. This form is available on OMVIC's website at [www.omvic.on.ca](http://www.omvic.on.ca).

4. Are there any currently registered individuals who will be transferring their registration from the head office to the branch location? *Please note: no fee is required to transfer between the head office and branch.*

Yes  No

If "yes," please identify the individual(s) in the space below:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Birth Date (YYYY/MM/DD): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Gender:  M  F Registration Number: \_\_\_\_\_

Position:  Salesperson  General Manager  Sales Manager  Business Manager  Marketing Manager

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Birth Date (YYYY/MM/DD): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Gender:  M  F Registration Number: \_\_\_\_\_

Position:  Salesperson  General Manager  Sales Manager  Business Manager  Marketing Manager

If you require additional space you may attach supplementary sheets to this application. **Kindly sign and date all attachments.**

**SECTION F: 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, 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 registrant's name, registration number, business address and registration dates, is part of the public record.

The registrant 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 BRANCH APPLICATION INFORMATION section.**

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 that I am an authorized representative of the registrant (i.e., an officer, director, partner, sole proprietor).**

\_\_\_\_\_  
Print name of Authorized Individual/Employer

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

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

\_\_\_\_\_  
Position of Authorized Individual

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
Print name of person who completed/translated this application, if different from the authorized individual/employer



**CHECK THE STATUS OF THIS APPLICATION ONLINE AT [WWW.OMVIC.ON.CA](http://WWW.OMVIC.ON.CA)**

## BRANCH APPLICATION FORM CHECKLIST

Have you attached:

- Copy of Business Name Registration/Master Business Licence (if different from Head Office). See Section C – Branch Information
- Municipal permit/letter. See Section D – Business Premises
- Proof of ownership (deed or recent property tax bill) OR lease or rental agreement in the registrant's name. Also, if you sublease, a copy of the primary lease and signed/dated letter of consent from the owner. See Section D – Business Premises
- Confirmation of Insurance (pink slip). See Section D – Business Premises (General Dealers only)
- Confirmation letter from Canada Post if applying for an alternate mailing address. See Section D – Business Premises
- Business Change Notice – Individuals/Amalgamation form for updates to partners, officers, directors, shareholders, signing authorities and persons in charge of the head office dealership. See Section E – Individual Changes.
- Individual Application or Salesperson Change Application if the person in charge of the branch is not registered to the head office dealership. See Section E – Individual Changes.
- Individual Application form (with BackCheck confirmation, Certification Course confirmation and processing fee) for each unregistered individual seeking registration or reinstatement at the branch as a Salesperson, General Manager, Sales Manager, Business Manager or Marketing Manager. See Section E – Individual Changes
- Processing fee of \$250 made payable to the “Ontario Motor Vehicle Industry Council.” See the Payment Information section.

**Note: Additional payment is required for related individual applications or transfers (except transfers between the head office and branch)**

- Payment of \$324 by certified cheque or money order made payable to the “Motor Vehicle Dealers Compensation Fund” (for “General” and “Broker” classes only). **Do not combine your payments to OMVIC and the Compensation Fund.** See the Payment Information section.



## BRANCH APPLICATION INFORMATION

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

### SECTION C: BRANCH INFORMATION

**Business (Trade) Name** – Please attach a copy of the 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.

**Misleading Names** – OMVIC reserves the right to refuse registration to an applicant/registrant 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. For any questions about proposed name, please contact OMVIC prior to submitting this application.

### SECTION D: BUSINESS PREMISES

**Premises Requirements for General Dealers** – In addition to the requirements which apply to all dealers, any dealer applying in the General category must satisfy the following additional requirements regarding their business premises:

- a separate, permanent, fully secured and enclosed (walls to ceiling and lockable door) office space for each dealer. The office space must be sufficient in size for the secure storage of six years of books/records, provide an exclusive work area for the dealer to conduct business (including office furnishings – desk, chairs, file cabinets), and provide electricity, heat and access to a washroom/toilet
- be clearly separate from other businesses operating at the location. Note: an exception may be granted if the dealership shares an office with a related business (e.g. a repair facility) that is operated by the same dealership
- sufficient space for the storage or display of any vehicles in the dealer's possession which provides a marked area for the display of vehicles (this area and/or individual parking spots must be clearly marked with the dealership's name) or, display a sign on each vehicle clearly indicating the selling dealer's name. For dealers with no trade name, the legal name can be used
- be easily accessible and open to the public, or able to be reached at a clearly posted phone number, during normal business hours, or at times that are clearly posted for the public to see
- have a premises lease with a minimum term of six months; the lease must permit the sale/inventory of vehicles and provide unrestricted access to the premises by the dealer
- have evidence of compliance with the *Compulsory Automobile Insurance Act* i.e. a statement of insurance (garage auto policy OAP4) with a minimum third-party coverage of \$1,000,000

**Branch Location** – This is the location from which the registrant will be operating the branch. The registrant is not required to provide a business address or a copy of their municipal permit, lease agreement or deed for OMVIC to start processing this application. We will begin processing the application and doing all the necessary background checks with the exception of those relating to the business premises. Once we have completed this process, the registrant will be contacted and will be given a reasonable period of time to identify a specific property from which they would propose to operate. The registrant will not be required to submit a municipal permit, executed lease/rental agreement or deed at this stage. However, they may be asked to provide information concerning the landlord or property owner and an unsigned copy of the lease or rental agreement. Once we have checked the proposed business location, we will advise the registrant whether the application is going to be approved. If yes, we will contact the registrant and advise them that the application will be approved once we receive confirmation that the premises are set up and they are ready to begin operation. Please note, the applicant must be prepared to set up the dealership within 60 days of receiving notification of approval from OMVIC. Once the applicant is ready to begin operation, they will be required to provide documentation to confirm they have made arrangements to operate the business from its proposed location in the form of a lease or rental agreement. If the registrant is subleasing the property, we will require a copy of the primary lease showing that sublease arrangements are permitted. If the primary lease does not permit sublease arrangements, we will require an original letter of consent from

the landlord and proof of ownership. Otherwise the applicant will have to find another location from which to operate the business.

If the registrant owns the property, please provide a copy of the deed or a recent property tax bill. We reserve the right to refuse the application if this documentation differs in any material respect from the information previously provided. Once the application is approved, an OMVIC inspector will be scheduled to visit the dealership. These inspections are not always done by scheduled appointment so please ensure there is a visible sign and the office is set up with the dealership's books and records available for inspection. At any time during this process, the application may be refused if any information comes to our attention relating to past conduct, dealership makeup or financial position. If the application is refused, the applicant will be advised as soon as possible.

The registrant will not be allowed to operate from a residence unless the head office is registered in the "Wholesaler" or "Broker" class. In order to be approved to operate the "Wholesaler" or "Broker" class dealership from a residence, the registrant will need to establish an acceptable Records Storage Address.

The business location address must be in the format shown on this application. Addresses which include Routes, P.O. Boxes, General Delivery, Suburban Services, Lot, Concession, Plan or Block numbers are not accepted. If the applicant/registrant does not know the street assigned to the business location (civic address, also known as a 911 address), contact the local municipality. To include an alternative mailing address (e.g., Rural Route, PO Box, etc.) please review instructions under the heading Mailing Address.

**Please refer to the "Records Storage Address" section for information about what records the dealership will be required to maintain.**

**Municipal Permit** – A letter or permit which confirms the proposed location of the branch is permitted and will allow the business to do the activity for which it is applying (e.g. motor vehicle trade, wholesale office, service and repair, auto body or home occupation).

Also the property will need to be approved by the city for retail motor vehicle sales if:

- Members of the public will be invited to trade in motor vehicles at this location.
- Vehicles will be stored, displayed or serviced at this location.

Please note:

- The letter or permit must be in the same business name as stated on this application.
- The letter or permit must have the same physical address as stated on this application.

**Signage Requirements** – For dealers registered in the "General Dealer," "Wholesaler," "Broker," or "Exporter" class:

1. The sign must be permanently mounted, not hung on wires, taped or propped up.
2. Signage must be made of a material which is sufficient to withstand typical weather challenges like rain, snow and wind.
3. Signage in a building lobby must be on the directory and indicate the suite # for the dealership. Signage should then be on the suite and be permanently mounted.
4. If the dealer uses a trade name, it and/or the legal name may be used.

Plus for "General Dealers" and "Brokers":

5. Signage should be posted prominently and be readable from the street that the address is on (that is, if your address is 123 Bank St., the sign must be visible from Bank St.) so that members of the public can identify the dealer's location

**Mailing Address** – Please provide an explanation if the applicant/registrant needs to set up a mailing address other than the approved location. For example, alternate mailing addresses will usually be accepted if the post office does not deliver mail to the business address. If this is the case, attach a letter from Canada Post confirming this. However, if the applicant/registrant would like to request an alternate mailing address due to a problem with the approved business location (e.g., a lack of security), then they may be required to find another location from which to operate the dealership.

**Records Storage Address** – If the applicant/registrant is seeking registration in either the “Broker” or “Wholesaler” class, they may be able to store their books and records at an alternate address. The record storage facility should be a professional document management facility or a professional office (e.g., 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 the records. The applicant/registrant must provide a signed agreement with the facility explaining how the OMVIC representative can contact this business or facility during normal business hours to access the records. The OMVIC representative must be provided free access to the 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 the 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).

The applicant/registrant must ensure records kept at the records storage address are no more than one month out of date.

If the applicant/registrant is seeking registration as a 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.

## **SECTION E: INDIVIDUAL CHANGES**

**Person in Charge** – Is the person who is at the dealership on a day-to-day basis and has been designated with and accepted primary responsibility for ensuring compliance with the Act and Regulations and has authority over employees engaged in the trade (as defined in the MVDA) of motor vehicles (e.g. the General Manager or Dealer Principal).

**Officer** – Includes the chair and any vice-chair of the board of directors, the president and any vice-president, the secretary and assistant secretary, the treasurer and assistant treasurer and the general manager and the assistant general manager of a corporation or a partner or general manager and assistant manager of a partnership; any other individual designated as an officer by by-law or resolution or any other individual who performs functions normally performed by an individual occupying such office.

**Shareholder** – Includes any person (or group of related persons) who will have beneficial ownership or control of at least 10% of the equity shares of a corporation. This includes shareholders previously reported to OMVIC who have increased their holdings. Shareholders are also considered Interested Persons.

**Signing Authorities** – The regulations to the *Act* require dealers to report to OMVIC any changes regarding who will have signing authority on the dealer’s bank account, trust account (if applicable) or who will have authority to sign on behalf of the dealership. The individuals reported on this application may be required to submit an Individual Application because they are deemed to be “interested persons” or “associated persons.”