



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

OUTSIDE ONTARIO BUSINESS APPLICATION - PAYMENT INFORMATION

For office use only

Reg # :

P-Ref:

Legal Name: _____

Business Name: _____

PAYMENT INFORMATION

Applicant'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: _____

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:	_____

OUTSIDE ONTARIO BUSINESS APPLICATION

This application is to be completed by outside Ontario dealers who require registration in Ontario to access wholesale restricted auctions in person. Please note: outside Ontario dealers and salespersons who access wholesale auctions on-line must provide proof of registration in their home jurisdiction directly to the auction. **For the purpose of this form, the "applicant" is the relevant sole proprietorship, partnership, limited partnership, corporation identified in Section A and all authorized individuals.** Applicants must complete all sections (A-E) in full.

If motor vehicle dealers are required to be registered or licensed in the applicant's home jurisdiction, they must obtain such a registration/licence before OMVIC can grant registration in Ontario. Do not submit this application if the applicant is not appropriately registered/licenced in their home jurisdiction.

Please review the **Outside Ontario Business Application Information** section of this form before completing it.

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

SECTION A: GENERAL INFORMATION

Application Type:

First-Time Applicant Reinstatement - provide Registration Number (if available): _____

Application Contact Name: _____

Contact Phone: _____ Contact Email: _____

Business Information:

Legal Name of Business: _____

Business (Trade) Name (if applicable): _____

Note: Names deemed to be misleading will not be approved. See the Outside Ontario Business Application Information section.

Corporation # (if applicable): _____

Business Phone: _____ Alternate Phone: _____

Business Fax: _____ Email: _____

Business Website (http://) _____

Business Address:

Street #: _____ Street: _____ Unit #: _____

City: _____ Province: _____

Country: _____ Postal Code: _____

Alternate Mailing Address (if applicable): PO Box Rural Route PO Box or Rural Route Number: _____ City: _____

Province: _____ Country: _____ Postal Code: _____

SECTION B: PRECONDITIONS TO REGISTRATION

1. Has the applicant ever had a registration under the *Motor Vehicle Dealers Act* refused, revoked, suspended or cancelled?

 Yes No

If "yes," kindly provide details on a signed and dated statement attached to this application. *Please Note: if your OMVIC registration has been refused or revoked within the last two years, the Registrar will not grant the registration.*

2. In which province/state and country is the applicant currently operating? _____

Is the applicant currently registered or licensed as a dealer in their home jurisdiction?

Please Note: if motor vehicle dealers are required to be registered or licensed in the applicant's home jurisdiction, they must obtain such a registration/licence before OMVIC can grant registration in Ontario. Do not submit this application if the applicant is not appropriately registered/licensed in their home jurisdiction.

 Yes Not applicable (no licence is required in the home jurisdiction)

If "yes," please answer Question 3. If "not applicable," please proceed to Section C.

3. When does the applicant's current licence or registration expire in their home jurisdiction?

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

In support of this application we require a copy of the applicant's current licence or registration from their home jurisdiction.

SECTION C: ELIGIBILITY

If you answer "yes" to any of the questions below, kindly provide the details on a signed and dated statement.

1. Has the applicant previously been issued an Ontario Out-of-Province Exemption Certificate or been registered in Ontario?

 Yes No

2. Has the applicant ever had a commercial, professional or business registration certificate or licence of any kind refused, suspended, revoked, cancelled or been subject to disciplinary action or has the applicant ever been or are they currently a party to such a proceeding?

 Yes No

Please Note: if the applicant's OMVIC registration has been refused or revoked within the last two years, the Registrar will not grant the registration.

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

 Yes No

4. Has the applicant ever been involved in bankruptcy proceedings, filed a consumer proposal, a commercial proposal or had a petition filed against him/her under any bankruptcy or insolvency legislation?
 Yes No
 If "yes," please attach a complete copy of the statement of affairs and certificate of discharge (if applicable) to this application.
5. Has a receiver, trustee, reorganization trustee or similar officer been appointed by a court or under a security agreement in any jurisdiction in the last five years for the business or property of the applicant?
 Yes No
6. To the best of your knowledge, are any investigations being conducted on the applicant in any jurisdiction?
 Yes No
7. Has the applicant **ever** been found guilty or convicted of an offence **under any law**, or are there any charges pending? **Make sure to include those cases with a conditional, absolute discharge or stayed charges. 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

SECTION D: BUSINESS MAKEUP

List in the space below and provide an Outside Ontario Individual Application for all: officers, directors, partners, shareholders, the sole proprietor, salespersons and persons in charge. Upon review, we may require the applicant to submit additional applications, documents, financial information, records or questionnaires regarding individuals/organizations named in this section.

First Name: _____ Middle Name: _____
 Last Name: _____ Birth Date (YYYY/MM/DD): _____
 Gender: M F Registration Number (if applicable): _____
 Officer Director Partner Shareholder Sole Proprietor Salesperson Person in Charge

First Name: _____ Middle Name: _____
 Last Name: _____ Birth Date (YYYY/MM/DD): _____
 Gender: M F Registration Number (if applicable): _____
 Officer Director Partner Shareholder Sole Proprietor Salesperson Person in Charge

First Name: _____ Middle Name: _____
 Last Name: _____ Birth Date (YYYY/MM/DD): _____
 Gender: M F Registration Number (if applicable): _____
 Officer Director Partner Shareholder Sole Proprietor Salesperson Person in Charge

If you require additional space you may complete and attach an **Additional Individuals for Business** form, available on OMVIC's website at www.omvic.on.ca.

SECTION E: 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 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 that 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 do hereby stipulate and declare that any motor vehicle purchased by the Applicant whatsoever in the Province of Ontario will be removed from the Province of Ontario and will be exported to the jurisdiction in which the Applicant currently operates, and will not be offered for sale in the Province of Ontario either directly or indirectly.

The Applicant agrees to provide free access to all their books and records as they pertain to vehicles purchased within the Province of Ontario, to any representative of the Registrar.

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

The Applicant further stipulates and declares that they will confine all such transactions to purchases from dealers registered under the Act, or Auctions authorized under said Act.

I confirm that I have read and understood the information provided in the OUTSIDE ONTARIO BUSINESS APPLICATION 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).

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

OUTSIDE ONTARIO BUSINESS CHECKLIST

Have you attached:

- Signed and dated statement if you answered "yes" to Question 1 in Section B – Preconditions to Registration.
- Copy of your current licence or registration from your home jurisdiction (if applicable). See Section B – Preconditions to Registration
- Signed and dated statement for each question answered "yes" in Section C – Eligibility
- Complete copy of the statement of affairs and certificate of discharge (if applicable) if you answered "yes" to Question 3 in Section D – Eligibility
- Outside Ontario Individual Application form (with processing fee, if applicable) for all officers, directors, partners, the sole proprietor, shareholders, signing authorities, individuals seeking registration as a salesperson and all individuals who are unknown to OMVIC. See Section D – Business Makeup
- Business processing fee of \$250. See the Payment Information section
Note: Additional payment is required for related salesperson applications

OUTSIDE ONTARIO BUSINESS APPLICATION INFORMATION

The following information is provided as a guideline only. All applicants 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 A: GENERAL INFORMATION

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.

Address Terms – Street Type is the name after the street name (e.g., Avenue, Street, Road, etc.). Street Direction should be included 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.

Motor Vehicle Dealer – An individual or company that trades in motor vehicles, whether for their own account or the account of any other individual or business, or who holds themselves out as trading in motor vehicles.

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. For any questions about the applicant's proposed name, please contact OMVIC prior to submitting this application.

SECTION B: PRECONDITIONS TO REGISTRATION

Previous Refusal or Revocation – If the applicant has previously been revoked or refused registration by OMVIC, the Registrar will not consider an application for a period of two years after they were refused or revoked.

SECTION D: BUSINESS MAKEUP

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."

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).

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 the applicant's behalf.