



**Ontario's Vehicle Sales Regulator**

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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 (the Corporation Number must remain the same).** 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 “registrant” is the registered dealership identified in Section A, below.

**SECTION A: GENERAL INFORMATION**

All registrants must complete this section.

If this application relates to a renewal you've submitted online, kindly provide your  
**Reference Number:** \_\_\_\_\_  
**Application Type** (select as many as apply):  
 **Name Change** (Section B)                       **Add Business (Trade) Name** (Section B)  
 **Address Change** (Section C)                       **Alternate Mailing Address Change** (Section C)

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

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

**Dealership Information:**

Registration Number: \_\_\_\_\_

(Existing) Legal Name of Dealership: \_\_\_\_\_

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

**SECTION B: NAME CHANGE OR ADD BUSINESS (TRADE) NAME**

Complete this section to change the legal or business name or to add a business (trade) name.

We require a copy of the **Articles of Amendment** to confirm a legal name change. *Please note: the Corporation Number must remain the same.* We require a copy of the **Business Name Registration/Master Business Licence** to confirm a business (trade) name change or addition. **Please note that names deemed to be misleading will not be approved.** If the new legal name and/or business (trade) name is approved, OMVIC will remove any existing name from the registrant's record. 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**

**ALL GENERAL DEALERS MUST READ SECTION C OF THE "BUSINESS CHANGE NOTICE – NAME OR ADDRESS INFORMATION" AT THE BACK OF THIS FORM FOR IMPORTANT INFORMATION ABOUT SETTING UP THEIR BUSINESS PREMISES.**

**New Business 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. What was the last day of operations at the previous location? (YYYY/MM/DD):      /      /     

2. What is the effective date of the address change? (YYYY/MM/DD):      /      /     

3. Does the registrant have any outstanding obligations or any matters in dispute regarding their previous location?

Yes     No

If "yes," please explain:

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4. The registrant confirms this proposed location accommodates an exclusive office for the dealership.

Yes

5. The registrant confirms there will be permanent signage at the location for the dealership. Please see the **Business Change Notice – Name or Address Information** section of this form for signage requirements.

Yes

6. Please provide the following information:

Showroom size (e.g. 3 cars)    previous location: \_\_\_\_\_    new location: \_\_\_\_\_

Outside display area size (e.g. 10 cars)    previous location: \_\_\_\_\_    new location: \_\_\_\_\_

Monthly Rental/Lease OR Market Value (if owned)    previous location: \$ \_\_\_\_\_    new location: \$ \_\_\_\_\_

7. 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:

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8. Will there be any changes in the repair facilities?

Yes  No

If "yes," please provide details and the names of all mechanics:

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9. With respect to the business 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 written letter of consent from the owner.*

10. If you are 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:

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#### Alternate Mailing Address:

You may request an alternate mailing address if Canada Post does not deliver mail to the business premises. **We require you to attach a letter of confirmation from Canada Post.** See the **Business Change Notice – Name or Address 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's, accountant's 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 **Business Change Notice – Name or Address Information** section of this form for more information.

## SECTION D: CONSENT AND UNDERTAKING

All registrants 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 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 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, 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 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 registrant (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](http://WWW.OMVIC.ON.CA)**

## 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 Licence for a business (trade) name change. See Section B – Name Change
- Municipal permit/letter. See Section C – Address Change
- Proof of ownership (deed or recent property tax bill) OR lease or rental agreement in the applicant's name. Also, if you sublease, a copy of the primary lease and signed/dated letter of consent from the owner. See Section C – Address Change
- Confirmation of Insurance (pink slip). See Section C – Address Change (General Dealers only)
- Confirmation letter from Canada Post to apply for an alternate mailing address. See Section C – Address Change

### BUSINESS CHANGE NOTICE – NAME OR ADDRESS 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 B: NAME CHANGE

**Business (Trade) Name** – The business name is the name by which the dealership will identify itself to the public on its signs, advertisements, bills of sale, etc. 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. Please attach a copy of the registration of new business name (Master Business Licence).

Go to [www.serviceontario.ca](http://www.serviceontario.ca) to register a trade name online or to obtain information about how to register or incorporate the business. You can also call 416-314-8880 or 1-800-361-3223 for more information about registering a trade name.

**Misleading Names** – OMVIC reserves the right to refuse registration to a 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 the proposed name, please contact OMVIC prior to submitting this application.

#### SECTION C: ADDRESS CHANGE

**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

**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.

**Business Address** – Kindly provide a municipal permit or letter confirming the new location is zoned for the proposed use. Review the information under Municipal Permit below.

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 registrant 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. Once the application is approved, an OMVIC inspector may 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.

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.

**Municipal Permit** – A letter or permit which confirms the proposed location of the dealership 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.

**Records Storage Address** – If the registrant is registered 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 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 registrant must ensure records kept at the records storage address are no more than one month out of date.

If the registrant is 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 the 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 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.