



Ontario's Vehicle Sales Regulator

65 Overlea Boulevard, Suite 300, Toronto ON M4H 1P1
Tel: 416-226-4500 Toll Free: 1-800-943-6002
Fax: 416-512-3701 email: registration@omvic.on.ca
Web Site: www.omvic.on.ca

For office use only
Reg #: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
A - ID: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

OFFSITE TRADE APPLICATION

This application is to be completed by registered dealerships seeking approval for a temporary, additional location from which to operate. Please review the Offsite Trade Application Information section of this form before completing it. For the purpose of this form, "applicant" is all registered dealerships referred to in Section B, below.

SECTION A: GENERAL INFORMATION

If this application relates to a renewal you've submitted online, kindly provide your Reference Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Person Managing the Trade: \_\_\_\_\_

Person Responsible for Advertising (if different from above): \_\_\_\_\_

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

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

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

Offsite Trade Location:

Location Name: \_\_\_\_\_

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

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

Name of Event: \_\_\_\_\_

Trade Start Date (YYYY/MM/DD): [ ] [ ] [ ] [ ] / [ ] [ ] / [ ] [ ]

Trade End Date (YYYY/MM/DD): [ ] [ ] [ ] [ ] / [ ] [ ] / [ ] [ ] Total Days: \_\_\_\_\_

1. Do you have the permission of the property owner to conduct the trade at the location and dates indicated above?

[ ] Yes [ ] No

If yes, please provide a copy of any related agreements. If no, please explain:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**SECTION B: PARTICIPATING DEALERSHIPS**

Kindly provide the following details for each dealership participating in the offsite trade:

1) Registration Number:                     

Legal Name of Dealership: \_\_\_\_\_

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

2) Registration Number:                     

Legal Name of Dealership: \_\_\_\_\_

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

3) Registration Number:                     

Legal Name of Dealership: \_\_\_\_\_

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

If you require additional space you may attach supplementary sheets to this application. **Kindly sign and date all attachments. Be sure to clearly identify the Registration Number, Legal Name and Business (Trade) Name of each dealership.**

**SECTION C: PARTICIPATING INDIVIDUALS**

Kindly provide the following details for each salesperson participating in the offsite trade:

1) Registration Number:                     

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

2) Registration Number:                     

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

3) Registration Number:                     

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

4) Registration Number:                     

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

5) Registration Number:                     

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

If you require additional space you may attach supplementary sheets to this application. **Kindly sign and date all attachments. Be sure to clearly identify the Registration Number, First Name and Last Name of each additional salesperson.**

**SECTION D: 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.

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 in the OFFSITE TRADE 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 I am an authorized representative of the applicant (i.e., an officer, director, partner or the sole proprietor).**

\_\_\_\_\_  
Print Name of Authorized Individual

\_\_\_\_\_  
Signature of Authorized Individual

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

## OFFSITE TRADE APPLICATION CHECKLIST

Have you attached:

- Copy of agreement related to the trade location
- Copy of municipal permit or letter from the city
- Signed and dated list of participating dealerships if there are more than three dealerships involved in the trade. See Section B – Participating Dealerships.
- Signed and dated list of participating individuals if there are more than five salespersons involved in the trade. See Section C – Participating Individuals.

## OFFSITE TRADE APPLICATION 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.

**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.

**Motor Vehicle Dealer** – Means 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.

**Trade** – Includes buying, selling, leasing, advertising or exchanging an interest in a motor vehicle or negotiating or 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.

### Offsite Trade Policy –

- The deadline for completed applications to be received at OMVIC office is two weeks prior to the start of the event. Applications received after this deadline may not be processed in time for the event.
- The maximum period of time for which an offsite trade permit is issued is 30 consecutive days.
- The offsite trade permit must be displayed and visible to the public at the event.
- All participating dealers must hold a valid dealer registration as issued by OMVIC.
- All persons dealing with customers at the offsite sale must hold a valid OMVIC salesperson registration with a participating dealer.
- All advertising must clearly identify the registered name(s) of all participating dealers and the name of the legally registered organization hosting the event.
- Participating dealers must ensure that any advertisement placed by or on behalf of the dealer complies with the *Motor Vehicle Dealers Act*, its Regulations and the Code of Ethics and Standards of Business Practice.
- All vehicles displayed and offered for sale must be clearly marked and identify the selling dealer.
- The event facility must meet the requisite zoning and bylaws of the local authority.
- All permits or licences if required by local authorities must be in place.