



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

SALESPERSON CHANGE APPLICATION - PAYMENT INFORMATION



This application can be filed online. To take advantage of our online services, please visit www.omvic.on.ca to create your account and check the status of your application online.

For office use only

Reg #:

P-Ref:

PAYMENT INFORMATION

Applicant's Name: _____

The application processing fee is \$75.

Cheque Bank Draft or Money Order – Payable to the "Ontario Motor Vehicle Industry Council."

For faster service, we encourage you to submit this application using OMVIC's Online Services at www.omvic.on.ca.

If you wish to continue with this paper application and pay by Visa or Mastercard, please call OMVIC two (2) business days after emailing your application. Do not include any credit card information on this form. You must contact us at 1-800-943-6002 x3197.

Note: OMVIC will not start the review of your application until payment is received.

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, and the registration (if granted) may be cancelled.



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SALESPERSON CHANGE APPLICATION

This application is to be completed by a salesperson (whose licence is registered or inactive with a future expiry date) who would like to add or transfer their licence to another registered dealer. For the purpose of this form, the "registrant" is the salesperson identified in Section A.

SECTION A: GENERAL INFORMATION

Application Type:

Transfer - There is a \$75 processing fee to transfer between dealerships

Add - There is a \$75 processing fee for each new employer you apply to add. To be employed or retained to act as a salesperson by more than one registered dealer you are required to submit a signed and dated, written letter of consent from each dealer before approval can be granted. Please attach the consent letters to this application.

Individual Information:

First Name: Last Name:
Birth Date (YYYY/MM/DD): Registration Number:
Home Address: Street # Street Name Unit # City Province Postal Code
Home Phone: Mobile Phone: Alternate Phone:
Business Email: Personal Email:

SECTION B: TRANSFER / ADD SALESPERSON

The registrant is currently/was previously registered with:

Legal Name of Dealership Business (Trade) Name (if applicable) Dealership Registration#
Leaving Date (YYYY/MM/DD)
Please note: By providing a reason for leaving and date, the registrant is confirming they will not be involved with this dealership in any capacity. If not, please provide a written explanation on a signed and dated statement.

The registrant would like to add/transfer to the following dealer:

Legal Name of Dealership Business (Trade) Name (if applicable) Dealership Registration#
Position: Salesperson General Manager Sales Manager Starting Date (YYYY/MM/DD)
Business Manager General Sales Manager Leasing Manager
Marketing Manager (person responsible for advertising content) Other (specify)
If you will also be the person in charge of this dealership, please attach a Business Change Notice - Individuals/Amalgamation with this application. Go to the Forms page of www.omvic.on.ca to download this form.

SECTION C: ELIGIBILITY

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

Yes No

2. Has the registrant's registration been inactive for more than six months?

Yes No

If "yes", please obtain a BackCheck clearance report or original Criminal Record and Judicial Matters check. For BackCheck, go to www.backcheck.net/OMVIC/ to request your report

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

Yes No

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

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

Yes No

5. Has the registrant 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 in any jurisdiction?

Yes No

If you have not disclosed this bankruptcy, consumer proposal or commercial proposal on a previous OMVIC application, kindly attach a complete copy of the statement of affairs and certificate of discharge (if applicable) to this application.

6. Has the registrant **ever** been found guilty or convicted of an offence **under any law**, have they had their charges "stayed" or are there any charges pending in any jurisdiction? **This includes 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

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

Yes No

If "no" (to Question 7), the registrant is required to obtain a BackCheck clearance report or original Criminal Record and Judicial Matters check. For BackCheck, go to www.backcheck.net/OMVIC/ to request your report.

Have you: Completed your BackCheck clearance report

Attached an original copy of your Criminal Record and Judicial Matters check

If you answered "yes" to any of Questions 3 – 6 or "no" to Question 1 or 7 (or both), kindly provide the details on a statement signed and dated by the registrant and an authorized individual at the dealership.

All registrants are subject to background and criminal record searches. Please provide details for ALL your past convictions, findings of guilt, charges including conditional/absolute discharges and/or stayed charges.

Submitting false information in connection with this application is a serious offence under the Act and your application may result in a refusal, suspension or revocation. In addition, incomplete or misleading information, and/or the omission of information in this application may also result in disqualification. If you have any questions about the information you must disclose, please contact OMVIC.

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

I understand I will 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 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 in 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.

Print name of Registrant

Signature of Registrant

Dated Signed (YYYY/MM/DD)

Print name of person who completed/translated this application, if not the registrant

SECTION E: CERTIFICATE OF DEALER

I certify I have personally and fully discussed the response to each question on the completed application with the registrant prior to signing this document and I am satisfied the information given by the registrant 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).

Legal Name of Dealership

Business (Trade) Name (if applicable)

Dealership Registration#

Print Name of Authorized Individual

Position of Authorized Individual

Signature of Authorized Individual

Dated Signed (YYYY/MM/DD)

SALESPERSON CHANGE 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.

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 the registrant's behalf.

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 CHANGE CHECKLIST

Have you attached:

Signed and dated, written letter of consent from each dealer if you are being employed or retained to act as a salesperson by more than one registered dealer. See Section A: General Information

Signed and dated statement if you answered "yes" to any of Questions 3 - 6 in Section C: Eligibility

Signed and dated explanation if you answered "no" to Questions 1 or 7 (or both) in Section C: Eligibility

BackCheck clearance report OR original Criminal Record and Judicial Matters check if you answered "yes to Question 2 or "no" to Question 7 in Section C: Eligibility

\$75 processing fee as defined in the Payment Information section



CHECK THE STATUS OF THIS APPLICATION ONLINE AT WWW.OMVIC.ON.CA