

## Business Closure Request Form

Must be completed by a Director of the Company

\_\_\_\_\_  
(YYYY/MM/DD)

\_\_\_\_\_  
(Licence number)

I, \_\_\_\_\_ of \_\_\_\_\_  
(Print name) (Business name)

Do hereby state that the above business will be closing on (YYYY/MM/DD) \_\_\_\_\_

### Please answer the following questions:

- a) Is this business being sold to another company? Yes  No

If the answer is **YES**, please provide name of company purchasing your business below

\_\_\_\_\_

- b) Have you notified your customers that the business is closing? Yes  No

If the answer is **YES**, you must advise AMVIC as to what steps you have taken to inform your customers of the closure and/or provide AMVIC with the closure notice that was sent to your consumers.

- c) Who should consumers or AMVIC contact if they have any questions, concerns or complaints?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone Number)

- d) Who will do repairs/installs that were promised to consumers before the business was closed?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone Number)

- e) Who will be dealing with outstanding warranty issues?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Phone Number)

- f) Please confirm that all of your levies are up to date (sales business only).  
Yes  No

If the answer is **NO**, you must contact AMVIC to discuss final payment of outstanding levies.

You are reminded is an offence under the *Consumer Protection Act* to engage in the automotive business without a license. The *Consumer Protection Act* prescribes severe penalties for persons who are convicted of an offence under the *Consumer Protection Act* and/or its applicable regulations.

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Date)