

Automotive business application package

How to apply

Step 1: complete online application and pay applicable licensing fees.

Step 2: complete the automotive business application package.

Step 3: submit the automotive business application package.

Your automotive business application package includes:

- Automotive business principal profile form (pages 2 – 7, completed by each director)
- Account verification form (page 8)
- Automotive business plan application requirements (pages 9 – 10)
- Acknowledgement of business application package completion (page 11)

You must email your automotive business application package to licensing@amvic.org. Please ensure documents requiring a signature are completed, printed, signed and scanned. Original, signed security must be provided to #303, 9945-50 Street, Edmonton AB, T6A 0L4.

Please be advised:

- Submission of your application with payment does not guarantee issuance of a licence. Please be advised that operating an automotive business without the required licence is a contravention of the *Consumer Protection Act* and may be subject to enforcement action.
- Applications are processed in the order received. Once the review process has started the time it takes to issue a licence is dependent upon the completeness of your application package – please provide all of the required documents promptly.
- Failure to provide complete information will delay processing of your application and may result in refusal of a licence.
- Licence takes effect the date that the licence is issued.
- The *Consumer Protection Act* and other related legislation can be found at www.amvic.org/about-us/laws-and-regulations/

Automotive business principal profile form

The information collected is for the purposes of licensing requirements in accordance with the *Consumer Protection Act*. Collection of personal information is authorized under Sections 33(a) and 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and managed in accordance with the FOIP Act. Questions about the collection of this information can be directed to the Alberta Motor Vehicle Industry Council, Director of Fair Trading (as delegated), #303, 9945-50 Street, Edmonton, AB, T6A 0L4, (780) 466-1140 or toll free 1-877-979-8100.

Legal name of automotive business: _____

Trade name or DBA (doing business as) name if different from above:

Type of business – check one only: Sole proprietor _____ Partnership _____ Corporation _____

AMVIC automotive business licence number: _____

Applicant information:

Applicant's name:			Date of birth: (month/day/year)		
Work #	Home #	Cell #	Active in this firm? Yes ____ No ____ If yes, in what capacity?		
Place of residence during the past seven (7) years (List all countries applicable)					
Address:		City:	Prov/State:	Postal code:	From: To:
Business record during the past seven (7) years (list all countries applicable)					
Name and address of employer:		Business of employer:		Exact dates of employment:	
		Position held:		From:	To:
Name and address of employer:		Business of employer:		Exact dates of employment:	
		Position held:		From:	To:
Name and address of employer:		Business of employer:		Exact dates of employment:	
		Position held:		From:	To:

Signature

Date

Automotive business principal eligibility questionnaire

Notice

A false declaration constitutes a criminal offence and is punishable by law. Any false declaration may result in the suspension, cancellation or refusal of a licence.

“The Director may refuse to issue or renew a licence, may cancel or suspend a licence and may impose terms and conditions on a licence for the following reasons: furnishes false information or misrepresents any fact or circumstance to an inspector or to the Director.” (*Consumer Protection Act*, Section 127(b)(iii)).

“A person who makes a false statement of fact or misrepresents any fact or circumstance in any application or document submitted to the Director under this Act commits an offence.” (*Consumer Protection Act*, Section 126(3)).

“Any person who is convicted of an offence under this Act or the regulations is liable to a fine of not more than \$300,000 or 3 times the amount obtained by the defendant as a result of the offence, whichever is greater, or to imprisonment for not more than 2 years, or both.” (*Consumer Protection Act*, Section 164).

AMVIC completes a very thorough background check on all applicants. All applicants must answer the following questions:

- | | | |
|--|-----|----|
| 1. Do you have any charges pending or outstanding warrants under any law in force in Canada or in any other jurisdiction? | Yes | No |
|--|-----|----|

If you have answered “yes”, please provide details outlining each charge pending and outstanding warrant, including dates.

- | | | |
|---|-----|----|
| 2. Have you ever been convicted or found guilty of an offence under any law in force in Canada or in any other jurisdiction? | Yes | No |
|---|-----|----|

If you have answered "yes", please provide details outlining each conviction, charge, discharge or stayed charge, including dates. Make sure to include all conditional discharges, absolute discharges or stayed charges.

If you have received a record suspension, formerly known as a pardon, from the Parole Board of Canada you are not required to provide information regarding those convictions.

- | | | |
|---------------------------------|-----|----|
| 3. Are you currently on parole? | Yes | No |
|---------------------------------|-----|----|

If you have answered “yes”, please provide details of any conditions you are subject to and your end date.

4. Are you currently on probation, subject to a conditional sentence order or any other court ordered conditions? Yes No

If you have answered "yes", please provide details of any conditions you are subject to and your end date.

5. Are there any unsatisfied judgements, court orders or collections currently pending against you or any business you have been associated with? Yes No

If you have answered "yes", please explain.

6. Have you ever been the subject of bankruptcy, receivership proceedings, a consumer proposal, an application for bankruptcy or insolvency, or had your wages garnished? Yes No

If you have answered "yes", please explain and upload any supporting documents.

7. In the last five years, have you ever or are you currently operating a business? Yes No

If you have answered "yes", please provide the name, location and type of business, and the date of operation.

8. To your knowledge, is any business you are associated with currently involved in bankruptcy proceedings, receivership proceedings, a consumer proposal, a commercial proposal, an application for bankruptcy or insolvency, or subject to third party collections? Yes No

If you have answered "yes", please explain and upload any supporting documents.

9. To your knowledge, are you or any business you have been associated with involved in any lawsuits or other proceedings before any court or tribunal that are in process, settled, or otherwise concluded? Yes No

If you have answered "yes", please explain.

10. Have you or any business you have been associated with ever been registered or licensed, or previously applied for a registration or licence as an automotive business in Alberta or any other jurisdiction? Yes No

If you have answered "yes", please provide the name, location and type of business, and the date of operation.

11. Have you or any business you have been associated with ever been refused an automotive business licence, or had any other type of licence or registration refused, cancelled, suspended, or made subject to terms and conditions in Alberta or any other jurisdiction? Yes No

If you have answered "yes", please explain.

12. Have you ever voluntarily withdrawn your licence or registration, or been barred by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

13. Have you ever had any licence or registration suspended, cancelled or revoked by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

14. To your knowledge, has any business you have been associated with ever voluntarily withdrawn their licence or registration, or been barred by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

15. To your knowledge, has any business you have been associated with had any licence or registration suspended, cancelled or revoked by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

16. Have you ever been fined, sanctioned or disciplined by any professional, occupational or trade association, or by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

17. To your knowledge, has any business you have been associated with ever been fined, sanctioned or disciplined by any professional, occupational or trade association, or by any regulatory body of any kind in any jurisdiction? Yes No

If you have answered "yes", please explain.

Name of Director/Partner/Officer/Proprietor

Signature

Date

Automotive business principal eligibility questionnaire, continued

If the answer was "yes" to any of the questions, please provide details including dates and locations in the space provided:

Automotive business principal background record check authorization form

I, _____ authorize AMVIC to conduct a background check, including
(Print full name)

a criminal record check at time of application and at any time while I am licensed. I authorize AMVIC to collect and/or share my information with other law enforcement agencies or government regulators.

I certify the information I have submitted to be true and correct to the best of my ability.

(Signature of Applicant)

(Date)

NOTE: This information is collected for the purpose of establishing and maintaining eligibility for licensing as an automotive business, and is collected under the authority of Part 13, Section 126(1) of the *Consumer Protection Act*. Signing this form provides the Alberta Motor Vehicle Industry Council with the authority to obtain a criminal record report on the applicant listed above from the Canadian Police Information Centre (CPIC) and/or Justice Online Information Network (JOIN).

Account verification form

Verification of bank relationship to comply with automotive business licensing through the Alberta Motor Vehicle Industry Council (AMVIC).

Authorization from client

(To be completed by applicant)

We, _____, hereby give the
(Legal name of business)

Director of Fair Trading (as delegated) of the Alberta Motor Vehicle Industry Council (AMVIC) permission to verify financial relationships in support of our automotive business licence application.

(Applicant's signature)

(Applicant's signature)

(Print name of applicant)

(Print name of applicant)

(Date yyyy/mm/dd)

(Date yyyy/mm/dd)

Verification by financial institution

(To be completed by financial institution)

We, _____, hereby
(Name of financial institution)

certify that the above noted automotive business has opened a commercial account:

(Address: street, city, postal code)

(Telephone number)

(Date yyyy/mm/dd)

(Signature of authorized officer)

(Bank stamp-mandatory)

(Print name of officer)

(Date yyyy/mm/dd)

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Automotive business plan application requirements

Please provide the following information and answer the questions, as required, on a separate page.

General requirements:

1. Location details
 - a. Please provide a rental agreement or proof of ownership for the location of the business.
 - b. Please provide photographs of the following:
 - Outside display area
 - Inside display area
 - Office space (showing secured storage for records)
 - Business sign
 - Repair facilities (if applicable)
2. Insurance details
 - a. Please provide a copy of your Commercial General Liability Policy and Garage Policy, if applicable.
3. Using the space provided on the next page, please provide a brief description of services you will be providing to consumers.

Additional requirements depending on services

Recyclers and dismantlers

1. Environmental hazardous materials disposal plan
 - a. Outline how your company will store and dispose of hazardous materials including, but not limited to, used oils, used batteries, mercury switches, refrigerants (Freon), used glycol and used tires. Include the name of the accredited business you plan to use for disposal of hazardous materials.
 - b. An environmental hazardous materials disposal plan is not required if you can provide proof of current Canadian Auto Recyclers Environmental Code (CAREC) certification.

Consignment

1. Security in the amount of \$300,000 in the form of an irrevocable standby letter of credit, surety bond or cash. Original security documents must be provided to AMVIC at #303, 9945 – 50 Street, Edmonton, AB, T6A 0L4.

Wholesale only

1. Security in the amount of \$50,000 in the form of an irrevocable standby letter of credit, surety bond or cash. Original security documents must be provided to AMVIC at #303, 9945 – 50 Street, Edmonton, AB, T6A 0L4.

Automotive business description of services

Please provide a brief description of services you will be providing to consumers.

Acknowledgment of automotive business application package completion

I, _____, have completed AMVIC's automotive business application package in full and certify that all information provided in support of this application is true and correct to the best of my ability. I acknowledge that AMVIC relies upon the representations made by me in assessing the eligibility of the application.

(Signature of applicant)

(Print name of applicant)

(Date yyyy/mm/dd)

An application containing false information may result in the refusal, suspension or cancellation of the automotive business licence.