

The IRP agreement requires carriers to maintain an Established Place of Business or reside in the jurisdiction where they base plate. This form must be completed and back-up documentation provided prior to prorated registration in accordance with IRP Plan, Sections 305 – Selection of Base Jurisdiction and the definition of Established Place of Business.

Selection of Base Jurisdictions (Section 305)

Section 305 has three specific requirements a carrier must adhere to:

- Maintain an established Place of Business (as per Definition in the IRP Plan)
- Distance is accrued by the fleet in the base jurisdiction
- Availability and maintenance of operational records

Established Place of Business (Definition)

Means a physical structure, located within the base jurisdiction that is owned, leased or rented by the fleet registrant. This structure shall be designated by a street number or road location.

Post office box numbers are not allowed. (Land location is required in rural areas)

A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking related business.

- Making essential business decisions such as booking loads, shipping/receiving, maintaining vehicles etc. (Booking one or two loads a year is not satisfactory).
- Registration consultants registering the carrier's vehicle(s) are not considered "conducting the fleet registrant's business".
- Forwarding telephone messages. Answering services on call forward is not satisfactory.
- Normal business hours would be 6 minimum hours of consecutive operation (with an hour break for lunch) any time between 7:00 a.m. and 7:00 p.m.

Name of Company or Registrant (print): _____

Provide Address of Ontario Physical Location			
Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code

1. Have you previously been prorated? If yes, where?
 Yes No _____

2. What are your business hours? _____

3. Are the everyday operations conducted from this location? If no, where?
 Yes No _____

4. Provide the name of the contact person

Last Name	First Name	Middle Initial
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5. Are trucks dispatched from this location? If no, where?
 Yes No _____

6. Are the operational records of the fleet located at this location? If no, where?
 Yes No _____

You must include at least 3 of the following back-up documents:

- A copy of any utility bill (e.g. telephone, gas or cable bill)
- A copy of the lease, mortgage or current Property Tax Notice for the physical business address used in Ontario.
- Personal Income Tax Assessment
- Articles of Incorporation
- Ontario Driver's License

I/we, the undersigned, do hereby certify, that the statements made herein are true and correct.

Signature of Registrant	Date (yyyy/mm/dd)
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