

ESTABLISHED PLACE OF BUSINESS QUESTIONNAIRE

The following requirements must be met in order to qualify for apportioned registration in Alberta:

1. The Applicant has an **Established Place of Business** or can demonstrate **Residence** in Alberta.
2. The fleet will accumulate distance in Alberta.
3. The IRP records are kept or made available at the Alberta physical location. **(Street or legal address. Not a box number)**

Name of Company/Applicant: _____

Contact Individual: _____ Phone Number: _____

Address: _____

Are everyday operations conducted from this location? **Yes** **No**

• If no, where? _____

Are the Operational Records (Including NSC requirements) kept at this location? **Yes** **No**

• If no, where are the records maintained? _____

• SFC number: _____ • SFC Expiry Date _____

Have you previously been prorated? **Yes** **No**

• If yes, where? _____ If yes, when? _____

Choose one option below, Established Place of Business or Residence, and provide appropriate documentation.

Established Place of Business

A physical structure located within Alberta that is occupied by the Applicant. This physical structure shall be open and staffed during regular business hours by at least one person employed by the Applicant on a permanent basis for the purpose of the Applicant's trucking-related business.

What are your business hours? _____

Are trucks dispatched from this location? **Yes** **No**

• If no, where? _____

Does your company employ Albertans? **Yes** **No**

• If yes, how many? _____

You must include the following backup document; Note: Additional documents may be required.

- A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.
- A copy of a current utility bill for the physical business address used in Alberta.
- A copy of the business income tax returns that have been filed from an address in Alberta.
- If the applicant is a corporation, that it is incorporated in Alberta.

Residence

An Applicant that does not have an Established Place of Business may demonstrate **Residence** by providing at least **three** of the following: Note: Additional documentation may be required.

- A copy of the applicants Alberta Driver's Licence.
- A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.
- That the applicant's federal income tax returns have been filed from an address in Alberta.
- That the applicant has paid personal income taxes to Alberta.
- A copy of a current utility bill for the physical business address used in Alberta.
- If the applicant is a corporation, that it is incorporated in Alberta.

A SITE VISIT MAY BE CONDUCTED TO VERIFY COMPLIANCE

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

Signature

Print name

Date