

Application for Transportation Network Company (TNC) Certificate of Approval

For the purpose of connecting passengers with transportation network drivers to provide pre-arranged transportation services for compensation exclusively through the offering, use or operation of a transportation network. A transportation network can be an online enabled application (or app), digital platform, software, website or any other system offered that is used by the TNC.

“Transportation Network Automobile” means a motor vehicle with a manufacturer’s seating capacity originally designed for 8 or fewer passengers, including the driver, used to provide pre-arranged transportation of passengers for compensation through the use of a transportation network, but does not include a taxi.

NOTE: Vehicles that provide an on-demand service and/or that meet municipal definitions of a taxi, and are operated as a taxi at any time, cannot be used to provide TNC services. A TNC must ensure that its transportation network drivers do not solicit, accept or transport passengers other than through the use of a transportation network (i.e. street hails are not permitted)

**Alberta Transportation - Carrier Services
National Safety Code and Operating Authority Administration**

Room 401, 4920 - 51 street
Red Deer, AB T4N 6K8
Phone #: 403-340-5444 (toll free in Alberta by first dialing 310-0000)
Fax #: 403-340-4806
Email: carrierservices.info@gov.ab.ca

More information about Transportation Network Companies is available online at:
<http://www.transportation.alberta.ca/rideforhire.htm>

New Application Renewal Certificate Number: _____

Section 1 – Applicant Information

Complete **only one** of the following 1A or 1B with the name(s) that appear or will appear on the name of the Transportation Network Company:

1A Corporate/Organization/Society as registered with Alberta Corporate Registry

Legal Name *(trade name not acceptable):*

1B Individual or Joint Names *(where more than one person/corporation/society is the Transportation Network Company)*

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Driver Licence Number)</i>

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Driver Licence Number)</i>

Legal Name(s) *(when a corporation(s) is a member of the joint ownership of the Transportation Network Company):*

1C Mailing Address

Street/Box Number:

City:	Province:	Postal Code:
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Phone Number:	Cell Phone Number:	Fax Number:
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Email:

1D Principal Place of Business in Alberta (must be a street address or legal land location, not a box number. This is where all records required by legislation are retained).

NOTE: If the address provided in Section 1D is not in Alberta and a Resident Agent or Representative in Alberta is retaining records on your behalf, please complete Section 1E.

Street/Legal Land Location:

City:	Province:	Postal Code:
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Phone Number:	Cell Phone Number:	Fax Number:
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1E Representative or Resident Agent Information

Name of the Transportation Network Company's Resident Agent or Representative in Alberta:

(Last Name)

(First Name)

(Middle Name)

Where Representative is a Corporate/Organization/Society, as registered with Alberta Corporate Registry

Legal Name *(trade name not acceptable)*: _____

Principal Place of Business *(must be a street address or legal land location, not a box number)*

City:	Province:	Postal Code:
Phone Number:	Cell Phone Number:	Fax Number:

Email: _____

Mailing Address *(if different from above)*:

City:	Province:	Postal Code:
Phone Number:	Cell Phone Number:	Fax Number:

Section 2 – Operational Information

2A Trade Name

Does the applicant operate under a trade name? *(operating as/doing business as)* **Yes** **No**

Trade Name _____

2B Geographic Scope

Please list each of the communities where the TNC service is or will be offered, including all cities, towns, villages, counties, hamlets, etc. (e.g. Edmonton, St. Albert, Calgary, County of Rocky View, Rocky View, etc.):

Communities Serviced by TNC

(where additional space is required, please attach supporting information)

REMINDER: A Transportation Network Company (TNC) connects passengers with TNC drivers to provide pre-arranged transportation services for compensation, exclusively through a transportation network, which can be an online enabled application (or app), digital platform, software, a website, or any other system offered that is used and operated by the TNC.

2C Transportation Network Drivers in Alberta

1. Provide the approximate number of drivers currently operating for the TNC: 0 - 50 51 - 200 201 - 1000 1001+

2. How does the TNC connect its drivers to clients to provide pre-arranged transportation services?

Online-enabled Application Digital Platform Software Website Other (specify): _____

2E Confirmation of Required Policies

1. I/We confirm that the TNC has written policies implemented to ensure compliance with the requirements of Section 4 of the [Transportation Network Companies Regulation](#). (e.g. appropriate driver licensing, police information checks, accident investigations, etc.). Yes No

2. I/We confirm that the TNC has written policies implemented to ensure compliance with the requirements of Section 5 of the [Transportation Network Companies Regulation](#). (e.g. recordkeeping, record retention). Yes No

3. I/We, the TNC, have read and understood the [Transportation Network Companies Regulation](#). Yes No

Section 3 – Insurance Information: Endorsements Held

The TNC is responsible to ensure that its transportation network drivers and the transportation network automobiles they operate are covered by a motor vehicle liability policy and/or a transportation network automobile insurance policy, at all times that the drivers and the automobiles provide transportation network services.

1. I/We confirm that an SEF 6C Passenger Hazard Endorsement is held by the TNC identified in Section 1, and the endorsement is in place for each transportation network automobile and provides coverage for all transportation network drivers. Yes No

2. I/We confirm that the [Alberta Standard Automobile Insurance Policy Form-Transportation Network \(SPF 9\)](#) is held by the TNC identified in Section 1, and is in place for each network transportation network automobile and provides coverage for all transportation network automobiles. Yes No

3. I/We confirm that an SEF 6C Passenger Hazard Endorsement or an Endorsement specific for transportation network drivers is held by each transportation network driver and provides appropriate insurance coverage for each transportation network automobile. Yes No

4. I/We confirm that a motor vehicle liability policy (Personal Liability and Property Damage) is held with the specified amounts as required under Alberta's [Insurance Act](#) and Alberta's [Traffic Safety Act](#) and the regulations thereunder. Yes No

5. I/We confirm that a copy of the Endorsement(s) held by the TNC and/or the Endorsement(s) held by the transportation network driver(s) is provided along with the application (either in hardcopy or electronic format). Yes No

Section 4 – Declaration

As the named person(s), corporate entity, organization, or society, as identified as the applicant in Section 1:

- I/We understand our requirements under the *Transportation Network Companies Regulation*, as outlined at www.transportation.alberta.ca/rideforhire.htm.
- I/we will meet the minimum legislative requirements, as outlined in the *Transportation Network Companies Regulation* at www.transportation.alberta.ca/rideforhire.htm.
- I/we will comply with all applicable bylaws in the community(s) where the TNC provides passenger transportation services.
- I/we acknowledge that an audit or investigation may be conducted on our operations at any time to measure our compliance to regulatory requirements. Should deficiencies be identified during the audit or investigation, I/we understand that intervention action(s) may be taken by the Government of Alberta.
- I/we understand that we must inform the Government of Alberta of any changes to our operation, as per Section 4 of the TNC regulation at www.transportation.alberta.ca/rideforhire.htm.
- I/we certify that the information disclosed is true and accurate at the time of application. Providing false or misleading information may result in: the refusal of this application; refusal of subsequent renewals; issuance and/or amendment of terms or conditions on your certificate of approval; and/or being charged with an offence(s) or issued an administrative penalty(s).

Where the Certificate of Approval will show a corporate, society, or organization named (as identified in Section 1A), then the declaration must include the name(s) of an owner(s), manager(s), or director(s).

Where the Certificate of Approval will show an individual(s) named (as identified in Section 1B), the name(s) must be included in the declaration (i.e. John Smith or John Smith & Mary Smith).

Where the Certificate of Approval will show more than one name, then all names must be included in the declaration (i.e. John Smith or John and Mary Smith).

Name (<i>Print last, first, middle names</i>):	Position:	Phone:	Email:
Name (<i>Print last, first, middle names</i>):	Position:	Phone:	Email:
Name (<i>Print last, first, middle names</i>):	Position:	Phone:	Email:

Date:

Note: Any personal information obtained is collected under the authority of section 166 of the Traffic Safety Act and section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of processing applications. Questions regarding the collection of personal information may be directed to Carrier Services at 403-340-5444 (toll free in Alberta by first dialing 310-0000) or by email to carrierservices@gov.ab.ca.

Submit application information by mail, fax or email to:

Carrier Services
401, 4920-51 Street
Red Deer, AB T4N 6K8
Phone: 403-340-5444; toll free in Alberta by first dialing 310-0000
Fax: 403-340-4806
Email: carrierservices.info@gov.ab.ca