



Established Place of Business and Residence Questionnaire

This form must be completed along with supporting documentation prior to prorate registration or change of prorate registered physical address in accordance with IRP Plan, Section 305.

Selection of Base Jurisdictions (Section 305)

The IRP agreement requires carriers to maintain an **Established Place of Business** or **Residence** in the jurisdiction where they base plate.

Section I: Selection of Base Jurisdiction

Select either **Established Place of Business** or **Residence** and provide the supporting documentation required.

Established Place of Business – proceed to Section I.I and Section II

or

Residence – proceed to Section I.II and Section II

Section I.I: Established Place of Business

This 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, be open during normal business hours, and have located within it:

- The operational records of the fleet
- One or more persons employed by the applicant or registrant on a permanent basis for the purpose of the general management of the registrant's business which includes distance, and fuel reporting, answering telephones inquiries, booking loads, shipping, receiving, etc.

If registering as an **Established Place of Business**, please complete the following questions:

1. What are your business hours? _____
2. Are the everyday operations conducted from this location?
Yes No If no, where? _____
3. Provide the name of the contact person

Last Name	First Name	Middle Initial
4. Are trucks dispatched from this location? Yes No If no, where? _____
5. Are the operational records of the fleet located at this location?
Yes No If no, where? _____

Supporting Documents

You must include the following supporting documents for Established Place of Business, and they must **display and match the Manitoba physical address and name you are registering under**.

Established Place of Business

MB Articles of Incorporation, if the applicant is a corporation.

- When a corporation from another jurisdiction moves to Manitoba in order to conduct business in the province, they must register with The Province of Manitoba Companies Office.

A copy of the lease, mortgage, or current property tax.

A copy of a utility bill, (not a cell phone bill).

NOTE: For address changes, please supply at least one address document from above that **displays and matches the Manitoba physical address and name you are registering under**.

A SITE VISIT MAY BE CONDUCTED TO VERIFY COMPLIANCE



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Section I.II: Residence

An applicant that does not have an Established Place of Business in any Jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available.

Supporting Documents

To establish Residence in a Member Jurisdiction, an applicant must demonstrate to the satisfaction of the Member Jurisdiction **at least three** of the following:

- if the applicant is an individual, that his or her driver's license is issued by that jurisdiction
- if the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction
- if the applicant is a corporation, that the principal owner is a resident of that jurisdiction
- that the applicant's federal income tax returns have been filed from an address in that jurisdiction
- that the applicant has paid personal income taxes to that jurisdiction
- that the applicant has paid real estate or personal property taxes to that jurisdiction
- that the applicant receives utility bills in that jurisdiction in its name
- that other factors clearly evidence the applicant's legal residence in that jurisdiction

In addition to Section 305 of the IRP Plan, we will accept the following:

Canadian Bank statement or Cancelled Cheque.

- Bank Statement - A printed record of a bank account issued to the account holder. The customer may black out any personal financial information such as transaction amounts or account balances. The bank statement must show the bank's logo. Bank statements must contain transactions performed within the past 90 days.
- Cancelled cheque - A physical cheque or a printout of a scanned cheque (front and back) that has cleared the depositor's account. The cheque needs to be marked "cancelled" or have the deposit date and bank transit information printed on the back of the scanned cheque. The documents must be dated within the past three months.

Employment confirmation.
Manitoba Health Card.
Copy of a Lease or Mortgage.

NOTE: For address changes, please supply at least **two** address document from above that **display and match the Manitoba physical address and name you are registering under.**

Section II: Both Established Place of Business and Residence applicants must complete the following section:

Have you previously been prorated?

Yes No If yes, where? _____

Name of Company or Registrant (print) _____

Telephone Number _____

Provide Address of Manitoba Physical Location

Unit Number

Number

Street Name

PO Box

City/Town

Province

Manitoba

Postal Code

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

Signature of Registrant

Print Name

Date (yyyy/mm/dd)

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