

ESTABLISHED PLACE OF BUSINESS QUESTIONNAIRE

Section 305 of the International Registration Plan (IRP) requires Applicants to maintain an **Established Place of Business**⁽¹⁾ or **Residence**⁽²⁾ in the jurisdiction where they base plate <http://www.irponline.org/publications/theplan>.

Name of Company/Applicant: _____

Contact Individual: _____ Phone Number: _____

Address: _____

(Must be a street address or legal land location, not a box number.)

Are the day to day 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? _____

Have you previously been prorated? Yes No

• If yes, where? _____

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

1. The Applicant has an **Established Place of Business**⁽¹⁾ **OR** can demonstrate **Residence**⁽²⁾ in Alberta.
2. The fleet will accumulate distance in Alberta.
3. The IRP records are kept or made available at the Alberta physical location.

Established Place of Business⁽¹⁾

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:

A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.

OR

Residence⁽²⁾

An Applicant that does not have an Established Place of Business may demonstrate **Residence** by providing at least **three** of the following: (Section 305)

- if the Applicant is an individual, an Alberta driver's licence
- if the Applicant is a corporation, that it is incorporated 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
- that the Applicant has paid real estate or personal property taxes to Alberta
- that the Applicant receives utility bills in Alberta in its name

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 _____

Date _____