

<b>Client Name</b> _____		<b>Contact Information</b>		<b>IRP Account</b> <b>AB</b> _____
<b>Mailing Address</b>	<b>Physical Address</b>	<b>Name</b> _____	<b>Fleet No.</b> _____	
_____	_____	<b>Phone</b> _____	<b>Fleet Year</b> _____	
_____	_____	<b>Fax</b> _____	<b>Supp. No.</b> _____	
_____	_____	<b>Email</b> _____	<b>Effective Date</b> _____	
<b>Trade Name, Operating As (O/A), or Doing Business As (DBA)</b> _____			<b>Expiry Date</b> _____	
			<b>MVID (Motor Vehicle ID)</b> _____	

Type of Requested Service - Check One			
New	<input type="checkbox"/>	Add Jurisdiction	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	Address and/or Name Change	<input type="checkbox"/>

Operation Type - Check One			
For Hire	<input type="checkbox"/>	Daily Rental	<input type="checkbox"/>
Private	<input type="checkbox"/>		

- (1) Enter actual distance in the KMs column from **July 1**, \_\_\_\_\_ to **June 30**, \_\_\_\_\_. Zero "0" distance is not allowed. If estimating see (3)
- (2) Enter "P" in the **P** column only for jurisdictions that you are applying for Prorated registration. All others leave blank.
- (3) Enter estimated distance only if you do not have actual distance in the KMs column, and enter "E" in the **E** column. To calculate estimated distance use one of the "Estimated Distance Methods" and submit as backup.

Jurisdiction	KMs	P	E
AB Alberta		P	
BC British Columbia			
MB Manitoba			
NB New Brunswick			
NL Newfoundland			
NS Nova Scotia			
ON Ontario			
PE Prince Edward Is.			
QC Quebec			
SK Saskatchewan			
NT Northwest Terr		X	A
NU Nunavut		X	A
YT Yukon		X	A
AK Alaska		X	A
AL Alabama			
AR Arkansas			
AZ Arizona			

Jurisdiction	KMs	P	E
CA California			
CO Colorado			
CT Connecticut			
DC Dist of Columbia			
DE Delaware			
FL Florida			
GA Georgia			
IA Iowa			
ID Idaho			
IL Illinois			
IN Indiana			
KS Kansas			
KY Kentucky			
LA Louisiana			
MA Massachusetts			
MD Maryland			
ME Maine			

Jurisdiction	KMs	P	E
MI Michigan			
MN Minnesota			
MO Missouri			
MS Mississippi			
MT Montana			
NC North Carolina			
ND North Dakota			
NE Nebraska			
NH New Hampshire			
NJ New Jersey			
NM New Mexico			
NV Nevada			
NY New York			
OH Ohio			
OK Oklahoma			
OR Oregon			
PA Pennsylvania			

Jurisdiction	KMs	P	E
RI Rhode Island			
SC South Carolina			
SD South Dakota			
TN Tennessee			
TX Texas			
UT Utah			
VA Virginia			
VT Vermont			
WA Washington			
WI Wisconsin			
WV West Virginia			
WY Wyoming			
MX Mexico		X	A
Total Fleet Distance			
Total Prorate Distance			

**Insurance:** Company Name \_\_\_\_\_  
 Policy No. \_\_\_\_\_  
 Expiry Date (YYYY/MM/DD) \_\_\_\_\_

**Declaration:** The undersigned declares that the information on this form and the attached is true and correct.

Signature \_\_\_\_\_

### ❖ INSTRUCTIONS FOR COMPLETING DISTANCE – FORM 1 ❖

*For more information see related topics in the Prorate Information Guide or call Prorate Services*

**Client Name** – Name of the individual(s) or a company that is registered with Alberta Corporate Registry.

- Mailing Address – *where correspondence could be mailed.*
- Physical Address – *must be located in Alberta. Post office box numbers are not accepted.*
- Trade Name, Operating As (O/A), or Doing Business As (DBA)

**Contact Information** – Person responsible for completion of the forms.

- Name, Phone, Fax and Email

**IRP Account** – New clients leave blank. Number is assigned by Prorate Services.

**Fleet No.** – Identifies the fleet that is to be registered. Fleets are numeric starting at 1.

**Fleet Year** – New clients leave blank.

**Supp. No.** – Supplements are numeric starting at 1.

**Effective Date** – Provide the date you want the application to take effect.

**Expiry Date** – For office use only.

**MVID** – **M**otor **V**ehicle **I**dentification Number. If unknown leave blank.

**Type of Requested Service** – Check one type of service:

- New – *Applying to prorate as a new client or if adding an additional fleet.*
- Renewal – *Renewing an existing fleet.*
- Add Jurisdiction – *Adding jurisdictions that are not currently listed on the valid cab card. Only record kilometers for added jurisdictions.*
- Address and/or Name Change – *Any changes since the previous application.*

**Operation Type** – Check one type of operation:

- For Hire – *Transporting someone else's goods and/or property.*
- Private – *Transporting own goods and/or property.*
- Daily Rental – *Using vehicles on a daily rental basis.*

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**Distance Information**

- See points (1), (2) and (3) on Distance – Form 1. Applications with non-bordering jurisdictions will be questioned. *For more information see Estimated Distance Methods 1 and 2.*
- For NT, NU, YT, and AK record actual distances only. MX leave blank.

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**Insurance**

- Company Name – *Not the agent/broker.*
- Policy No. – *Third party liability.*
- Expiry Date – *Must be after the effective date of application.*

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**Declaration**

- Signature required.

<b>❖ Backup Documents Required for Application ❖</b>
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**Agreement to Maintain Records** – New clients only.

**Established Place of Business Questionnaire** – New clients only.

**Estimated Distance** – Only required if using Method 1 for distance calculation.

- *Not required if using Method 2.*

**License Agent Contract** – Submit a contract if a consultant has been hired to complete and submit your Prorate applications.