

AGREEMENT TO MAINTAIN RECORDS IN ACCORDANCE WITH PRORATED REGISTRATION RECORD-KEEPING REQUIREMENTS

Any client filing an application for prorated registration must maintain records to support the information reported on the application. The International Registration Plan (IRP) (*Article X – Operational Records and Audits*) requires that distance records (*July 1 to June 30*) and other documents be retained for four years. Alberta Finance audits the records on behalf of Alberta Transportation, Prorate Services. The IRP requires that records be made available to auditors upon request. The records may be paper or in electronic format, as long as they are presented in a format and manner that they may be audited, otherwise they may be deemed inadequate. In the event the registrant fails to provide adequate records **Prorate Services may assess full (100%) Alberta fees and penalties** on the entire fleet for any application year under audit. In addition, prorated registration privileges may be suspended or cancelled. *For Canada Customs and Revenue Agency (CCRA) Income Tax purposes all records must be retained for six years.*

DOCUMENTS TO BE MAINTAINED

Detailed record-keeping information, requirements and sample forms are included in the Prorate Information Guide. This information is subject to change. For updated information please visit our web site. <http://www.transportation.alberta.ca/>. A training video that instructs carriers on the importance of record keeping can be found on the IRP web site <http://www.irponline.org/Education/TrainingVideo/>.

The following paragraphs *briefly* describe the documents required:

Distance Documentation: Each trip must be supported by vehicle records (a driver's trip sheet, driver's log or a tracking system such as one based on GPS) that contains the following information:

For manual and other records - 1) Date of trip (beginning and ending), 2) Trip origin and destination, 3) Routes (highway numbers) traveled, 4) Odometer/hubometer readings, 5) Distance in each jurisdiction, 6) Total trip kilometres, 7) Vehicle equipment number or identification number (for power unit and trailer).

For a vehicle tracking system – 1) GPS or location data reading at trip origin, 2) Date and time of each reading, 3) Location of each reading, 4) Trip start and ending odometer/hubometer or engine control module readings, 5) Calculated distance between each reading, 6) Route of travel, 7) Distance traveled in each jurisdiction, 8) Total trip kilometres, 9) Vehicle equipment number or identification number (for power unit and trailer).

Monthly, quarterly and annual distance summaries must also be maintained. A summary of Fleet's operations for each month will include the distance traveled in total by each vehicle and the distance traveled in each jurisdiction by each vehicle. A summary of the Fleet's operation for each calendar quarter will include both the full distance traveled and the distance traveled in each jurisdiction by the vehicles in the Fleet for that quarter. An annual distance summary will summarize the quarterly summaries.

Vehicle Cost Documentation: Purchase invoice, bill of sale and/or master lease agreement which itemize the full purchase price, capitalized cost (including accessories and destination charges) of each vehicle.

DECLARATION: The undersigned acknowledges the requirements under the IRP to maintain records supporting their prorated application.

NOTICE: an authorized company employee, not a licensing agent, must sign this Declaration.

COMPANY NAME		PHONE	ACCOUNT NUMBER / or MVID
CITY	PROV / STATE	DATE	
AUTHORIZED COMPANY EMPLOYEE NAME (<i>PRINT</i>)	SIGNATURE	TITLE	