

**For the clients and service providers/consultants that are already completing the forms correctly and providing the correct support documents we would like to thank you.**

In an effort to continue to provide timely and reliable service to Albertans we will be instating a new policy regarding applications made by clients and service providers/consultants.

There has been a marked increase in the amount of applications both missing support documents and incomplete forms. **As of June 18, 2018 incomplete applications will be rejected.** If an application is rejected it will need to be resubmitted and will go back into the service queue.

### **Most common errors:**

#### Form 2

- No account number, tare weight, number of axles on unit, weight group number.
- **Miscalculated purchase price/capitalized cost:** (Include everything except GST & tire tax.)
- **US purchase price:** All applications require a US purchase price using the historical conversion rate on the date of purchase or lease commencement. There are many resources for this online, here are a couple:  
Bank of Canada website (<https://www.bankofcanada.ca/rates/exchange/currency-converter/>)  
and FxTop (<http://fxtop.com/en/currency-converter-past.php>)

#### Support documents

- **Missing ownership/support documents:** Reference the required attached backup documents sheet for the required documentation.  
NOTE: CVIP inspection is required if a unit was last registered out of province.
- **Incomplete plating letters:** These need to name the lessee(s), the vehicle, and who the authorized registrant is. Reference the sample plating letter attached for a sample which includes all necessary information.
- **Authorization Forms:** Reference the attached instruction sheet to ensure these forms are completed correctly.
- **Establish Place Support Documentation:** The documents provided must match the name and address indicated on the questionnaire. The address needs to be the physical address not a PO Box number.

### Form 3

- **Weight Form Variance Explanations:** If there is a variance greater than 10% between the GVW's assigned to the various jurisdictions, you must include a business based explanation for the variance in the space provided on the form.

Review the documents that you are submitting to Prorate prior to submitting. Watch for altered documents, as they are not acceptable.

Submit all forms and documents in one e-mail.

We are happy to work with you and thank you for your cooperation.

If you have any questions please call the Prorate office 403-297-2920 toll free by dialing 310-0000 first.

Office hours 8:15 am – Noon, 1:00 pm – 4:30 pm Monday thru Friday except holidays.

We are on the web: <http://www.transportation.alberta.ca>

## REQUIRED OWNERSHIP DOCUMENTS

Please see option 1 or 2 for required backup documents.

### **1) PRORATE CARRIER'S VEHICLE**

#### **Carrier Owns Vehicle Outright**

- > Bill of Sale

#### **Carrier Co-Owns Vehicle**

- > Bill of Sale
- > Authorization for Vehicle Services Form

#### **Carrier Leases Vehicle**

- 1) Carrier as the only Lessee
  - > Lease Agreement
    - \* *The capitalized cost is required on the lease agreement.*
    - If a capitalized cost is not on the lease:
      - a) A bill of sale, selling the vehicle to the leasing company.
      - b) A plating letter from the leasing company that states value.
- 2) Carrier as a Co-Lessee
  - > Lease Agreement \* *The capitalized cost is required. (see above)*
  - > Plating Letter
  - > Authorization for Vehicle Services Form

### **2) OWNER/OPERATOR'S VEHICLES**

#### **Owned Vehicle**

- > Bill of Sale
- > Authorization for Vehicle Services Form

#### **Leased Vehicle**

- > Lease Agreement \* *The capitalized cost is required. (see above)*
- > Plating Letter
- > Authorization for Vehicle Services Form

**Needs to be on leasing company's letter head.**

Date:

## LETTER OF AUTHORIZATION/PLATING INSTRUCTIONS

To Whom It May Concern:

*THIS LETTER OF AUTHORIZATION/PLATE INSTRUCTION IS ONLY VALID FOR THE PURPOSE OF LICENSING/REGISTRATION OF SAID VEHICLE AND MAY BE ACTED UPON ONLY IN THE PROVINCE OF ALBERTA.*

### Vehicle Information

**MAKE & MODEL:**

**YEAR:**

**VIN:**

**Lessee Names** (all names on the lease must appear):

**LESSOR** Name: \_\_\_\_\_ agrees that the above described vehicle will be plated under the following

**Registrant/plate holder** name (*prorate client*): \_\_\_\_\_

\_\_\_\_\_  
Lessor Signature

\_\_\_\_\_  
Printed Name & Title

## Plating Letter Instructions - Leased Vehicles

Plating Letters are provided by a Lessor authorizing vehicle registration in the name of a specific company.

**Plating Letters are required when:**

- a) An owner/operator is coming onto a carrier's fleet with a leased vehicle.
- b) The lease agreement has multiple parties listed as co-lessees. (If the carrier is the only lessee we do not require the letter.)

These letters must identify the vehicle, name all lessees on the original lease agreement and consent to the prorated carrier as the sole plateholder. The only signature necessary on this letter is one on behalf of the leasing company.

Please find a sample Plating Letter attached.

## How to complete the Authorization for Vehicle Services Form.

Use these instructions and match them up with the Authorization for Vehicle Services Form. Please read both documents carefully. All items listed below should be completed on the Authorization for Vehicle Services Form.

### PART 1 - OWNER/LESSEE INFORMATION

I/We, \_\_\_\_\_ --- *Owner/Operator (Lessee)* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_  
and, \_\_\_\_\_ --- *Second Owner/Operator (Co-Lessee)* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_  
give consent to, \_\_\_\_\_ --- *Prorated Carrier* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_

### PART 2 - VEHICLE INFORMATION

Vehicle Information - Complete with the details of the vehicle.

### PART 3 - SERVICE TYPE REQUEST

Select Service Type - Check one box.

### PART 4 – REGISTRATION PARTICULARS

- Check the box beside - *"Register the vehicle in the name(s) as shown below:"*
- Enter the Prorated Carrier --- and the MVID: example 0000-00000

### PART 5 - SIGNATURES

Must have signatures of each Owner/Lessee/Registrant from PART 1 (including the Prorated Carrier)  
**\*\*Needs to be the same number of signatures as there are parties from PART 1 even if someone is signing for more than one party.**

### Important Information

**\*\* Leasing Companies authorize registration in Plating Letters and should never appear on this form.**

The Authorization for Vehicles Services Form is required for the vehicles of owner/operators as well as those co-owned by the prorated carrier.

The owner/operator retains ownership, possession and exclusive use of the vehicle. They want to register their vehicle in the name of the prorated carrier in order to use their Safety Fitness Certificate (SFC) and insurance.

**\*\*\* Please note: Click on the link below to open the Authorization for Vehicle Services Form.**

<http://www.servicealberta.gov.ab.ca/pdf/mv/REG0169.pdf>