



Business Application Package

Your application package includes the following:

- Automotive Business General Information
- Application Declaration - Automotive Business Profile Form
- Director's Criminal Record Check Authorization Form
- Business Plan Requirements
- Photo Requirements
- Account Verification Form
- Automotive Business Application Checklist
- Wholesaler's Registry Log
- Schedule of Fees
- Consignment/Wholesale- Irrevocable Letter of Credit/Cash Security Agreement, General Surety Bond
- Important Salesperson Registration Information

To complete the enclosed forms electronically, save/download the file to your computer, enter information in the fillable fields and submit a signed copy to licensing@amvic.org. Forms can also be sent by mail to:

Alberta Motor Vehicle Industry Council
Attn: Licensing
#303, 9945-50 Street, Edmonton, Alberta
T6A 0L4

Automotive Business General Information:

Introduction:

This document provides general information on the licensing and registration process for new automotive businesses and their salespeople in Alberta. We highly recommend that all new businesses and salespeople consult the Automotive Business Regulations and *Fair Trading Act* for complete information.

The *Fair Trading Act* and Automotive Business Regulation can be found at amvic.org.

Consumer Compensation Fund:

AMVIC maintains a Compensation Fund for consumers who have suffered a loss from an AMVIC-licensed business after it is no longer in operation or unable to compensate the consumer. Every business that sells, consigns or leases a vehicle or recreational vehicle to a consumer is required to remit a \$6.25 levy to AMVIC. Revenue generated from the levy is used to fund the consumer compensation fund, as well as support enhanced investigation and education programs. Businesses may pass along the levy to the consumer and should indicate it as such on the bill of sale.

The fund was established January 1, 2012 in accordance with section 137 of the *Fair Trading Act*. The fund compensates consumers for eligible losses of up to \$25,000 to a maximum of \$300,000 per business.

Automotive Businesses – What type of business do you operate?

Retail Sales: An automotive business or person that is in the business of buying or selling new and/or used vehicles to the general public (consumer/end user).

This type of business must have approval from their Municipality to allow consumers access to the premises and to store and display vehicles for sale (also known as *premise location*).

Wholesaler: An automotive business that buys vehicles from, sells or consigns vehicles to or exchanges vehicles with other automotive businesses exclusively (including auctions) and includes an automotive business that buys vehicles from members of the public for sale to other automotive businesses but not to the public/consumers.

A wholesaler must have approval from their Municipality to allow a wholesale business to be run from your home/business residence. (also known as a *non-premise location*).

NOTE: Wholesale businesses must furnish a security of \$50,000 (cash, original irrevocable letter of credit or surety bond). If after two years of consecutive licensing there are no substantiated complaints this will be reduced to a \$25,000 requirement.

As per the *Fair Trading Act*, the Director as delegated may request a higher security if he/she deems it necessary at the time of application and/or at any time during the renewal process. Failure to provide that security by the time specified by the Director as delegated will result in the suspension of the licence until the security is submitted.

Agent/Broker: An agent/broker is in the business of bringing the buyer and seller together but NEVER purchases the vehicles. The agent/broker is compensated for the service of negotiating or conducting, on a consumer's behalf, an agreement in which the consumer buys, sells, or leases a vehicle.

This type of business must have municipal approval to operate from a home/business residence. (Also known as a *non-premise location*.)

Consignment: A business that holds a consignment licence is authorised to carry on the class or classes of the activity of selling vehicles on consignment as specified by the Director. The automotive business sells vehicles as per a signed consignment agreement. The information that must be contained in every consignment agreement, as well as requirements for paying out proceeds of the sale, can be found in the [Automotive Business Regulation](#), part 3.

This type of business must have municipal approval to allow consumers access to the premises and to store and display vehicles for sale (also known as *premise location*).

NOTE: Consignment businesses must furnish a security of \$100,000 (cash, original irrevocable letter of credit or surety bond). If after two years of consecutive licensing there are no substantiated complaints this will be reduced to a \$50,000 requirement.

As per the *Fair Trading Act*, the Director as delegated may request a higher security if he/she deems it necessary at the time of application and/or at any time during the renewal process. Failure to provide that security by the time specified by the Director as delegated will result in the suspension of the licence until the security is submitted.

Leasing: A person who holds a leasing licence is authorized to carry on a class or classes of the activity of leasing vehicles as specified by the Director. This means that a business can lease a vehicle to a business or individual for a term longer than 120 days. If the original dealer buys back the vehicle at the end of the lease, the business does not have to be licenced for retail sales. However, if a business sells vehicles at auction, they are required to also have a wholesale licence.

This type of business must have municipal land use approval prior to applying for an AMVIC licence. This type of business may qualify for either a premise location (vehicles are to be stored full time or part time) or a non-premise location (vehicles are NEVER allowed to be stored).

Prior to applying for municipal land use approval, be sure that you have a plan for storing vehicles when not being leased. Having the incorrect land use approval could cause you to inadvertently be in contravention of the *Fair Trading Act*, thus be subject to charges.

Repair:

A person who holds an automotive repair licence is authorized to carry on activities of repairing vehicles, servicing vehicles, recycling and dismantling vehicles or installing parts or equipment in vehicles as specified by the Director as delegated.

This type of business must have municipal approval to allow this type of business to be conducted on the land you wish to use (also known as *premise location*).

Type of Repair shops:

Garage - where general and/or major automotive repairs are performed and an automotive service technician is required. Please submit one copy of a “Trade Certificate.”

Service Station – where inspections, oil changes, lubrications, or the installation, rotation, repair or balancing of tires are performed. This activity may require a “Trade Certificate” to be submitted. Please refer to the *Apprenticeship and Industry Training Act* for further info.

Auto Body – where auto body repairs are performed. Please submit one copy of a “Trade Certificate”.

Specialty Service – means a shop that specializes in activities that include but is not limited to any specific mechanical repair such as mufflers, brakes, transmissions, wheel alignments, installing remote car starters, anti-theft systems, stereo and audio-visual systems, replacing the windshield or window of a vehicle, paint-less dent repair and modification kits. These activities may require a “Trade Certificate”. Please refer to the *Apprenticeship and Industry Training Act* for further information.

Mobile – any of the above repairs performed on the move.

Recycling and Dismantling – means a person who carries on the activities of purchasing and dismantling or disassembling wrecked, abandoned or damaged vehicles and selling the usable parts, the vehicle as a unit at wholesale, or the hulk of the vehicle after the usable parts have been removed.

Curbers: Curbers (a.k.a., curbsiders) are automotive sales businesses that operate without a licence. Typically, curbers sell stolen, damaged, or odometer-tampered vehicles. They compete unfairly with Alberta's AMVIC-licensed vehicle sales businesses. Consumers who buy these vehicles are often disappointed and find that when problems surface, the seller is gone and there is no recourse. Alberta's consumer protection laws apply only to sales between consumers and AMVIC-licensed businesses.

If caught, curbers are subject to charges. Repeat offenders could face court action and a maximum fine of \$100,000 and/or jail terms of up to two (2) years. AMVIC strongly advises businesses to refuse to sell to curbers and report any potential curbers to Consumer Services [online](#) or by phone at 780-466-1140.

Should you be licensed for more than one type of automotive business?

NO: If your type of business fits solely and completely into one of the above types of businesses (e.g. only doing repair work with no purchasing or selling of vehicles involved).

YES: If your business operations include more than one of the above. (E.g. you buy, repair and then sell your product to an end user)

Application for a Provincial Automotive Business Licence can be completed online at amvic.org.

Do I need to have a licenced technician on site for repairs?

NO: If you are only buying and selling vehicles without doing any repairs or if you are applying for a licence for a repair business but are only doing inspections, oil changes, tires rotation, installation, repair or balancing or changing fan belts or radiator hoses.

YES: If you are licensed through AMVIC for repairs and are repairing the vehicles prior to resale.

The Government of Alberta defines when your business requires a certified technician on site. For more information on this subject contact the Alberta Apprenticeship and Industry Training Commission at eae.alberta.ca/planning/choosing/ait.aspx

Levy Remittance:

All AMVIC-licensed businesses who sell new and/or used vehicles, consign or lease vehicles must remit the \$6.25 levy per vehicle to AMVIC. Wholesalers, agents and brokers are not required to collect or remit the levy as they never sell vehicles directly to an end-user (consumer). Businesses may pass along the levy to the consumer and should indicate it as such on the bill of sale. The AMVIC levy is not a tax and cannot be misrepresented as such.

Please Note: If you pass on the levy to the end user (consumer) you MUST charge GST and remit the GST to the Canada Revenue Agency (CRA). DO NOT remit the GST to AMVIC.

Quarterly Levy: Levy payments are due quarterly and must be up-to-date at time of licence renewal. Levy payments up to \$1,000 can be remitted online. Payments exceeding \$1,000 can be paid by cheque or debit/credit at AMVIC's Edmonton office. Cash is not accepted.

Wholesaler's Registry Log:

Every automotive business that is licensed for wholesale must complete and produce a Wholesale's Registry Log if asked to do so by an AMVIC Industry Standards Officer. This allows you to track vehicles through the wholesale process and provide AMVIC with the information, if requested. A copy of this document is attached to this package for your use. You can also download this form at amvic.org.

Do I personally need to have a Salesperson's Registration?

NO: If you are not involved in the sale of vehicles to either the general public or to another business at any time (e.g. if you operate or are employed at a garage that is doing repair work only).

YES: If you are involved in any way in the buying, leasing, selling or consignment of vehicles (e.g. if you are soliciting, negotiating or concluding a sale) to the general public and/or to another business.

NOTE: All automotive sales businesses must have at least one registered salesperson attached to their business in order to qualify for an AMVIC business licence.

Salesperson: A salesperson is a person who is authorized by an automotive sales licensee, automotive leasing licensee or an automotive consignment licensee to solicit, negotiate or conclude on the licensee's behalf an agreement to buy, sell, lease, exchange or consign a vehicle.

A salesperson who acts on behalf of more than one business operation within the same class of automotive business licence must be registered separately in respect of each business but is only required to pay one registration fee.

Note: If requested by a customer, potential customer, director, inspector and/or peace officer, a salesperson must provide their certificate of registration, or provide details about the registration, so that it is possible to determine the registration is valid.

Application process:

Delays in processing can be avoided by carefully answering all questions during the application process. AMVIC completes a criminal record check on ALL individuals involved with a business so it is important that each owner, partner, officer, director and/or shareholder complete an application in its entirety.

More details on the business licence application process can be found at amvic.org.

After receiving a business licence:

Please pay particular attention to the following provisions of the Automotive Business Regulations. Non-compliance could result in enforcement actions.

- Every business operator must produce the automotive business licence for inspection or provide details about the licence that make it possible to determine if the person has been issued a licence when requested to do so by:
 - A customer or potential customer of the business operator,
 - By an inspector or the Director, or
 - By a peace officer as defined in the Provincial Offences Procedure Act.
- You must operate only in your registered name, and only from the registered business premises. Should you wish to hold an “off-site sale”, we recommend that you notify AMVIC of your intent at least 3 weeks prior to commencement of the sale.
- All wholesalers must complete a Wholesaler Registry Log and produce the information if requested by an AMVIC Industry Standards Officer.
- The business operator must notify the Director within 15 days of a change of address, as well as any change in officers, directors or shareholders. Failure to notify the Director of changes may result in enforcement action.
- When an automotive sales business operator, automotive leasing business operator or an automotive consignment business operator ceases to authorize a salesperson to act on its behalf, the business operator must notify the Director either before the salesperson ceases to be authorized or within 15 days after the salesperson ceases to be authorized.
- When an automotive sales business operator ceases to carry on retail sales business, they must surrender their sales licence to the Director.

Record Keeping:

In addition to the requirement to create and maintain financial records in accordance with section 132(1) of the Act, every business operator and former business operator must maintain all records and documents created or received while carrying on the activities authorized by the licence for at least three (3) years after the records were created or received. These records must be made available for inspection by an Industry Standards Officer at a place in Alberta and at a time specified by the Industry Standards Officer.

Automotive Business Profile Form

Complete this form for each owner, partner, shareholder or officer/director of the automotive business.

AMVIC is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, stored and disclosed in accordance with the provisions of that Act.

Legal name of Automotive Business: _____

Type of Business – Check one only: Sole Proprietor Partnership Corporation

If Corporation – Print legal name in full:

Business Name (DBA or Trade Name) if different from the above:

AMVIC Automotive Business Licence Number: _____

Applicant Information:

Applicant's Name:			Date of Birth: (month/day/year)		
Work #	Home #	Cell #	Active in this firm? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, in what capacity?		
Place of residence during the past seven (7) years (List all countries applicable)					
Address:		City:	Prov/State:	Postal Code:	From: To:
Business Record during the past seven (7) years (List all countries applicable)					
Name and address of Employer:		Business of Employer:		Exact dates of Employment mm/dd/yyyy	
		Position held:		From:	To:
Name and address of Employer:		Business of Employer:		Exact dates of Employment mm/dd/yyyy	
		Position held:		From:	To:
Name and address of Employer:		Business of Employer:		Exact dates of Employment mm/dd/yyyy	
		Position held:		From:	To:

Date Completed (mm/dd/yyyy): _____

Initials of Applicant: _____

Applicant Declaration – Business Profile Form cont..

If the answer is **YES** to any of the following questions, **please provide details** including dates and locations in the space provided on the additional sheet(s):

1. Are you engaged, occupied or employed in any other business occupation or profession? Yes No
2. Is/are there any unpaid judgements(s) outstanding against you? Yes No
3. Have you ever declared or been placed into bankruptcy or receivership? Yes No
4. Are you presently a party to bankruptcy or receivership proceedings? Yes No
5. Have you ever been/are you a partner or an officer or director, or a beneficial owner of shares of a corporation that is bankrupt or that has been involuntarily wound up or that is a party to bankruptcy, receivership or involuntary winding-up proceedings? Yes No
6. Are there any lawsuits or other proceedings before any court or government tribunal that are in process, settled, or otherwise concluded, to which you are a party to? Yes No
7. Have you or a company you have been involved with, ever been registered or previously applied for registration as an automotive business in Alberta or any other jurisdiction? Yes No
8. Have you or a company you have been involved with ever been refused registration as a motor dealer or had any type of license refused, revoked, expired or suspended in any province, state or country? Yes No
9. Will you be carrying on any business, occupation or profession other than that of an automotive business? Yes No
10. Have you ever been convicted of a criminal offence in Canada or any other country, or are there any proceedings now pending? (Convictions need not be reported if a full pardon has been granted) Yes No
11. Are you presently being investigated for or charged with a criminal offence or breach of any other law in Canada or any other country? Yes No
12. Have you ever been associated with any Licensed Automotive Dealer for whom the Compensation Fund reimbursed consumer losses? Yes No
13. Have you ever been convicted of any offence or been subject to any other judicial proceedings under the Fair Trading Act, Traffic Safety Act (moving violations excluded), the Alberta Corporate Tax Act, Alberta Income Tax Act, and/or law governing the business of motor vehicle sales in any jurisdiction, or are there any proceedings now. Yes No

Pending? _____

Date completed (mm/dd/yyyy): _____

Initials _____

Applicant Declaration – Business Profile Form cont..

If the answer was **YES** to any of the questions, **please provide details** including dates and locations in the space provided:

Applicant Declaration – Business Profile Form cont..

1. Please submit a copy of an acceptable government issued photo identification (eg: Alberta Driver's Licence, Passport) **and** a copy of your Birth Certificate.
2. All AMVIC Registrants must authorize AMVIC to complete a Canadian Police Information Check (CPIC) prior to registration and at any time during your relationship with AMVIC. Please complete and attach the enclosed Director's Criminal Record Check Authorization Form and submit with this application. If you know that a conviction exists, you must complete and submit the attached Criminal Record Conviction Form. If a criminal record exists, the Executive Director of AMVIC is the final arbitrator on what is deemed an acceptable criminal record.

If you feel you have been pardoned or that your conviction has been suspended, you must have received written confirmation from the Government of Canada indicating that such action has taken place.

This notice dated at _____ this _____ day of _____ 20____
(City/Town where document signed)

I certify that all information provided in support of this application is true and correct to the best of my ability.

(Print name of Applicant)

(Signature of Applicant)

WARNING: An application containing false information may result in the refusal, suspension or cancellation of the automotive business licence.

Director's Criminal Record Check Authorization Form

I, _____ authorize AMVIC to conduct a background
(print full name)
check, including a criminal record credit check at time of application and at any time while I am
licensed. I authorize AMVIC to collect and/or share my information with other law
enforcement agencies or government regulators.

Date of Birth (dd/mm/yyyy): _____

I certify the information I have submitted to be true and correct to the best of my ability.

(Signature of Applicant)

Date (dd/mm/yyyy)

NOTE: This information is collected for the purpose of establishing and maintaining eligibility for licensing as an automotive business, and is collected under the authority of Part 13,126(1) of the Fair Trading Act. Signing this form provides the Alberta Motor Vehicle Industry the authority to obtain a criminal record report on the applicant listed above from the Canadian Police Information Centre (CPIC) and/or Justice Online Information Network (JOIN).

Criminal Record Check Information

Please be advised that ALL applicants applying for a salesperson registration and/or an automotive business of any kind must undergo a thorough criminal record check.

Having a criminal record will not automatically exclude a person from receiving a licence to work as a salesperson and/or to run an automotive business. The circumstances of any prior criminal record will be reviewed by AMVIC's Licensing Department. The Executive Director will make the final decision about the relevance of the past convictions.

If you have a criminal record, you must disclose all convictions. This must be done when applying online at amvic.org. Providing this information will help to avoid delays in obtaining a registration. **Note:** The applicant cannot legally work as a registered automotive salesperson in Alberta until he/she receives a registration from AMVIC.

Criminal Record Check Procedure:

As part of the Salesperson Registration and/or Business Licence process, you must provide authorization to complete a criminal record check at the time of the application and at any time while you are registered as a salesperson and/or business owner.

The criminal record checks are conducted by specialized AMVIC employees using both CPIC (Canadian Police Information Centre) and JOIN (Justice Information Online Network). Should we find a positive match through CPIC and/or JOIN and if you disagree with the results, we may ask you to submit your fingerprints to Ottawa to address the discrepancies between your application and our CPIC/JOIN findings. A licence will not be granted until we receive the fingerprint matching results from Ottawa.

NOTE: AMVIC completes a criminal record check on ALL new applicants so it is imperative that the applicant discloses all prior criminal convictions at time of application. Failure to do so is a criminal offence and is punishable by law. Any application containing false material may result in the suspension, cancellation or refusal of a Salesperson's Registration.

What happens when an applicant has a criminal record and/or outstanding charges?

Once a completed Application for a Provincial Salesperson Registration is submitted to AMVIC, the following procedures will take place:

1. Your application will be given to an AMVIC Licensing Advisor who has been granted special authority to utilize the CPIC system.
2. A criminal record check will be completed. If any results are found, the file is forwarded to the Manager of Licensing who will review both your application and the CPIC results to determine if your previous record was accurately disclosed on your application and to determine if the past criminal history warrants further investigation.
3. If the criminal record history was fully disclosed at the time of your application and the CPIC results do not warrant further investigation, the licence will be granted.
4. If it is determined that further investigation is warranted, due to failure to fully disclose history and/or the past criminal history is such that causes AMVIC to be concerned for the safety of consumers or your employer (either physically or financially), your file will be forwarded to the Executive Director for review.
5. The Executive Director may;
 - a. Issue a licence (business)
 - b. Issue a conditional licence to the applicant with added conditions.
 - c. Arrange a Review before the Executive Director, wherein you will be asked to attend a meeting to discuss the findings, during which the Executive Director may grant or deny your application.
6. If a Review is to be arranged, the applicant will be sent a Review Notice via email and/or mail.
7. At the conclusion of the Review, the Executive Director may make various orders including, but not limited to:
 - (i) grant the registration or licence;
 - (ii) grant the registration or licence with conditions;
 - (iii) adjourn the Review so the applicant can provide further information; or
 - (v) refuse the registration or licence.

Business Plan Requirements

When you submit an application for a proposed automotive business, AMVIC requires that you include a **detailed** business plan. The purpose of reviewing your business plan is to ensure you have reasonable knowledge and skill and that you've made adequate plans for the successful operation of your automotive business. The failure of an automotive business can result in significant losses to consumers and impact the Consumer Compensation Fund. Accordingly, it is essential that you take great care in planning your new business.

Your business plan should be signed by all owners and include at minimum the following key topics:

Location:

- ✓ Will you own or rent the business location?
- ✓ Is the location zoned for the type of business you are wishing to licence?
- ✓ Will you be fully insured and with which insurance company?
- ✓ Will you be selling to the public? If so do you have a display area for 6 – 10 vehicles indoors or outdoors? Reminder: Wholesalers CANNOT sell vehicles to the public.
- ✓ Will you have on-site repair facilities or a repair agreement with an authorized facility?
- ✓ Will you have proper signage that is clearly visible to the consumer?
- ✓ Will you have a dedicated telephone number and internet access on-site?

Ownership Structure:

- ✓ Indicate the ownership structure of the automotive business, i.e.
 - ❖ Sole Proprietorship?
 - ❖ Partnership – with a written Partnership Agreement?
 - ❖ Incorporated – Shareholders/Directors/Agreements?
- ✓ Provide the following information for each partner, officer, director, owner, controlling mind or shareholder;
 - ❖ Their responsibilities regarding the day-to-day operations of the automotive business.
 - ❖ Overview of any relevant experience, including experience in the motor vehicle industry or if you or they have owned or operated other businesses (attach resumes if possible).
- ✓ Indicate your lawyer and accountant's name, address, phone and fax/email address.
- ✓ Clearly indicate your legal business name and any other names you intend to use.

Inventory:

- ✓ What type of vehicles will you specialize in? (i.e. year, make, model, price range)
- ✓ Where will you acquire vehicles for resale (i.e. auctions, dealers, public – list all names and location of the auctions and dealers)
- ✓ How many vehicles do you plan to start with? How many vehicles do you expect to sell/lease on a monthly basis? On average, how long do you expect to keep vehicles in inventory?
- ✓ Provide the following information for each owner and shareholder (including information for any silent partners and family member contributions):
 - ❖ Name
 - ❖ Address
 - ❖ Phone number
 - ❖ Their financial contribution to the automotive business (NOTE: You may be required to provide verification of this)
- ✓ Include the following financial information;
 - ❖ Opening balance sheet
 - ❖ Cash flow projections (monthly for first year, annual for the first three years)
 - ❖ Projected Income Statement for the first year.
 - ❖ Line of Credit Information
 - ❖ Credit Card usage
 - ❖ Details about financial assistance from financial institution(s) or private lender(s)
 - ❖ How much inventory will be financed?
- ✓ Confirmation of all the assets that will be made available to start up your automotive business (e.g. inventory, cash, land, buildings, etc.).

Registrations:

- ✓ Confirm details of your Commercial General Liability and Garage Policies.
- ✓ Confirm the application status for GST numbers as well as Worker's Compensation Board, Employment Insurance and Canadian Pension Plan.

Operations:

- ✓ Number of staff positions and their job titles.
- ✓ Names of staff (if known) and whether they are currently registered with AMVIC.
- ✓ If starting a garage, have you verified the need for certified technicians?
- ✓ Outline your marketing strategy and advertising budget.
- ✓ What warranty programs and other services will your automotive business offer to consumers?
- ✓ What sales contracts and other documentation will be used, and their sources?

General:

- ✓ Why are you interested in the automotive industry?
- ✓ Do you have any contacts in the industry that will be guiding you and assisting you with your new automotive business? Please list the company name, address and individual who will be guiding you.
- ✓ Have you bought/sold any vehicles within the last two (2) years?

Useful Links:

Government of Alberta – Programs and Services – Starting a new Business
<http://www.programs.alberta.ca/Business/11693.aspx?N=772+11653>

Legislation:

- Fair Trading Act – amvic.org under “About Us” “Laws and regulations”
- Automotive Business Regulation – amvic.org
- Internet Sales Contract Regulation – amvic.org
- Cost of Credit Disclosure Regulation – amvic.org
- Designation of Trades and Business Regulation – amvic.org

Photographic Requirements:

Please send photographs of the following to assist us in processing your application:

- Outside Display Area
- Inside Display Area
- Office Space (showing secured storage for records)
 - Repair Facilities (only if it is on-site)
 - Headshot of all Salespersons
 - Business Sign

*****Please note that you cannot advertise your automotive business or install any automotive business signage until you have been granted an AMVIC Automotive Business Licence*****

NOTE: The above photographs are acceptable in the following formats:

- Regular photos
- Polaroid photos
- Printed digital camera images

Account Verification Form

**Verification of bank relationships to comply with Automotive Business Licensing through
the Alberta Motor Vehicle Industry Council (AMVIC)**

Authorization From Client

(To be completed by Applicant)

WE, _____, hereby give the
(Legal name of Business)

Executive Director of the Alberta Motor Vehicle Industry Council (aka: AMVIC) permission to verify financial relationships in support of our Automotive Business Licence Application.

(Officer's Signature)

(Officer's Signature)

(Print name of Officer)

(Print name of Officer)

Verification by Financial Institution

(To be completed by Financial Institution)

We, _____
(Name of Financial Institution)

(Address – Street, City, Postal Code)

(Telephone Number)

Hereby certify that the above noted Automotive Business has opened commercial accounts as follows:

Account Number(s)

- 1) General Account: _____
- 2) Designated Consignment Trust Account: _____
- 3) Other: _____

The _____
(Name of Financial Institution)

Also acknowledges the authorization to verify all banking arrangements as granted to the Director of the Alberta Motor Vehicle Industry Council.

(Signature of Authorized Officer)

(Bank Stamp)

(Print name of Officer)

(Date)

Automotive Business Application Checklist

NOTE: Processing of new Automotive Business Application may take up to 4 weeks.

WARNING: You are not permitted to sell vehicles until an Automotive Business Licence is granted.

To ensure prompt processing of your application, please ensure that all Information and required documentation is provided.

BEFORE MAILING – Check your application. Is it complete?

- Has your application been signed and dated on page #1, #3 and #5?
- Have you included a completed and signed Dealer Form, for each owner, partner, officer, director or shareholder?
- Have you provided photo identification (eg: Photocopy of Driver's Licence or Passport)?
- Is the address provided for your automotive business site accurate? Remember that AMVIC's Industry Standards team must be able to locate your business for site inspections if required.
- Have you provided a copy of your Municipal Approval, or a written statement from the City/Municipality confirming that you have been approved for the type of sales/repair business you want to undertake? (*"Non-premise"* location is required for wholesalers and possibly leasing businesses if not storing vehicles on site. *"Premise"* location is required for all other businesses).
- If doing repairs that require a licensed technician, have you provided AMVIC with a copy of all technicians' certifications?
- If you are farming repairs out to a non-owned repair facility, have you provided us with a Service Agreement with the full service repair garage?
- Have you provided a copy of the Business Licence for your certified repair facility or the full service garage that you have a Service Agreement with?
- Have you included payment information and/or payment in the correct amount?
- Have you completed and included your Business Plan?
- Have you included the photographs of the required subjects (see list attached)?
- Have you included information and verification from your Financial Institution?
- Have you attached a copy of your Certificate of Incorporation and/or verification that your business name has been registered with Corporate Registries?
- Have you reviewed the AMVIC General Guidelines that is attached with your New Business Package?
- Have you submitted the Application for a Provincial Automotive Salesperson Registration for all new salespeople and/or registration numbers for those who are already registered with AMVIC as salespeople?



Wholesaler Registry Log:

Year, Make & Model of Vehicle. VIN #:	Date and purchase price <i>dd/mm/yyyy</i>	Purchased From (full name of AMVIC licensed business and AMVIC licence number)	Odometer reading at time of purchase	Date and sale price <i>dd/mm/yyyy</i>	Odometer reading at time of sale	Sold to (full name of AMVIC licensed business and AMVIC license number)

Schedule of Fees:

Initial Application and Renewal Costs:

Retailer, Agent/Broker, Wholesale:	\$175.00
Leasing:	\$175.00
Consignment Sales:	\$175.00
Repair Business: (e.g. Garage)	\$250.00
Multi-Business: (Required when doing more than one type of business – listed above)	\$350.00
Salesperson Registration: (A registered salesperson is required at all type of automotive sales businesses)	\$100.00
<i>Fair Trading Act</i> online course: (Must be taken by all salespersons)	\$160.00
Cost to reprint lost or stolen licenses or ID Cards:	\$25.00

NOTE: To be licensed for Consignment Sales, you must provide AMVIC with \$100,000 cash, an Irrevocable Letter of Credit (original copy) or Surety Bond. If after two years of consecutive licensing there are no substantiated complaints this will be reduced to a \$50,000 requirement.

To be licensed for Wholesale, you must provide AMVIC with \$50,000 cash, an Irrevocable Letter of Credit (original copy) or Surety Bond. If after two years of consecutive licensing there are no substantiated complaints this will be reduced to a \$25,000 requirement.

You must provide AMVIC with the original copy of the above noted requirements.

****ALL FEES LISTED ABOVE ARE NON-REFUNDABLE****

All forms noted above can be found at amvic.org under “Industry” → “Forms” or accessed by clicking the links below:

Consignment:

[- Irrevocable Letter of Credit
/Cash Security Agreement](#)

[- General Surety Bond](#)

Wholesale:

[- Irrevocable Letter of Credit
/Cash Security Agreement](#)

[- General Surety Bond](#)

Important Salesperson Registration Information

A condition of your Automotive Business Licence is to ensure that all staff, management, and other representatives involved in retail vehicle sales hold a valid Salesperson Registration, issued by AMVIC.

AMVIC registration must be applied for and managed by the individual salesperson. Salespeople can apply online through AMVIC's online portal, accessible through amvic.org. Both the salesperson and the business can face charges if the salesperson does not have a valid registration. Businesses, as well as buyers, can search the registration status of a salesperson anytime through AMVIC's online portal.

Checklist for a newly employed salesperson:

1. Does the salesperson have a current AMVIC Salesperson Registration number? This should be eight characters (7 digit number preceded by an "S"). If the salesperson is unsure of their status, please contact AMVIC's licensing department at 780-466-1140 and a licensing advisor will verify the status of the salesperson's registration.
2. If your new employee already has a valid AMVIC Salesperson Registration number, visit our website amvic.org and log in to the AMVIC online portal to verify their employment with your business.
3. If your new employee is new to the industry or has never received an AMVIC Salesperson Registration, he/she must apply for and receive an AMVIC Salesperson Registration prior to negotiating or concluding a sale at your automotive business. The application process can be found at amvic.org under the "Industry" tab.
 - a. To avoid delays in obtaining a conditional registration, please ensure that the applicant completes all parts of the application prior to submitting the application to AMVIC.
 - b. Payment must be completed at time of application. **Please Note:** We will not start the application process until all documents and payments have been received.
 - c. A salesperson registration will not be issued until the applicant has successfully completed the mandatory salesperson *Fair Trading Act* online course. **Please Note:** An employee cannot negotiate or conclude a sale, lease or consignment agreement on behalf of an automotive business unless they have a valid AMVIC salesperson registration.

Registrants can complete the online salesperson *Fair Trading Act* Course before, during, or after submitting the registration application. More information is available at amvic.org.

IMPORTANT REMINDER: It is your responsibility as an automotive business to ensure that all employees who negotiate or conclude a sale are registered with AMVIC. Failure to do so may lead to administrative fines, court action and/or jail terms of up to two (2) years.

Termination of Salesperson:

When a salesperson is no longer employed with your business or is transferred to a non-retail position within your automotive business (e.g. moves from sales to your garage), AMVIC must be notified of this change. To update your employee records, please visit our website at amvic.org, access the AMVIC online portal and update your business information.