

The IRP agreement requires carriers to maintain an Established Place of Business or reside in the jurisdiction where they base plate. This form must be completed and back-up documentation provided prior to prorated registration in accordance with IRP Sections 210 & 218.

Base Jurisdictions (Section 210)

Section 210 has three specific requirements a carrier must adhere to:

- ◆ Maintain an established Place of Business (Section 218)
- ◆ Distance is accrued by the fleet in the base jurisdiction
- ◆ Availability and maintenance of operational records

Established Place of Business (Section 218)

Means a physical structure, located within the base jurisdiction that is owned, leased or rented by the fleet registrant. This structure shall be designated by a street number or road location.

- ◆ A telephone(s) publicly listed in the name of the fleet registrant
- ◆ Post office box numbers are not allowed. (Land location is required in rural areas)
- ◆ A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking related business.
 - Making essential business decisions such as booking loads, shipping/receiving, maintaining vehicles etc. (Booking one or two loads a year is not satisfactory).
 - Registration consultants registering the carrier's vehicle(s) are not considered "conducting the fleet registrant's business".
 - Forwarding telephone messages. Answering services on call forward or a cell phone carried in a vehicle is not satisfactory.
 - Normal business hours would be 6 minimum hours of consecutive operation (with an hour break for lunch) any time between 7:00 a.m. and 7:00 p.m.

Name of Company/Registrant (print)
Provide address of Ontario Physical Location

1. Have you previously been prorated? Yes No
 ➢ If yes, where? _____
2. What are your business hours? _____
3. Are the everyday operations conducted from this location? Yes No
 ➢ If no, where? _____
4. Provide the name of the contact person _____
5. Are trucks dispatched from this location? Yes No
 ➢ If no, where? _____
6. Are the operational records of the fleet located at this location?
 Yes No If no, where are records maintained? _____
7. Does this location have a telephone publicly listed in the name of the fleet registrant? Yes No
 ➢ If yes, phone number. _____

You must include the following back-up documents:

- A copy of the telephone bill
- A copy of the lease, mortgage or current Property Tax Notice for the physical business address used in Ontario.

I /we, the undersigned, do hereby certify, that the statements made herein are true and correct.

Signature of Registrant

Date