



**Prorate Office  
Established Place of Business and Residence Questionnaire**

This form must be completed and supporting documentation provided prior to prorated registration or change of prorated registered physical address in accordance with IRP Plan, Sections 305.

**Selection of Base Jurisdictions (Section 305)**

The IRP agreement requires carriers to maintain an **Established Place of Business or Residence** in the jurisdiction where they base plate.

**Note: Please see page 2 for a list of acceptable supporting documents and requirements**

**1. ESTABLISHED PLACE OF BUSINESS**

Means a physical structure, located within the base jurisdiction that is owned or leased, such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. **The physical structure shall have clear company signage** and hours of operation posted, be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Trucking-related business encompasses a wide range of activities related to the transportation of goods by trucks. For the purposes of the IRP Established Place of Business requirements, virtual and/or shared office spaces shall not qualify. Shared or virtual offices: Shared or virtual offices are spaces where multiple businesses or individuals share common facilities and resource, such as office space, meeting rooms, and administrative services shall not be used to qualify for an Established Place of Business under the IRP. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035).

- Post office box numbers are not allowed (Land location is required in rural areas, e.g. lot and concession).
- Please provide a clear picture of the company signage and hours of operation (on location or via website/online) for the address listed on the Prorate Fleet Application.
- Out of province director's must provide a copy of their driver's licence number.

**If registering as an Established Place of Business, please complete the following questions:**

1) Name of Company

2) What are your business hours? \_\_\_\_\_

3) Name of the company owner or director

LAST NAME	FIRST NAME	MIDDLE INITIAL

4) Are trucks dispatched from this location?  Yes  No If No, where? \_\_\_\_\_

5) Are the operational records of the fleet located at this location?  Yes  No If No, where? \_\_\_\_\_

**2. RESIDENCE**

If an applicant does not have an Established Place of Business in any Jurisdiction the Applicant may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where records of the fleet are maintained or can be made available.

- To establish Residence in British Columbia, an Applicant must provide a BC resident driver's license or non-driver issued identification
- Post office box numbers are not allowed (Land location is required in rural areas, e.g. lot and concession).

Name of the registrant or company owner

FIRST NAME	LAST NAME	MIDDLE INITIAL

Name of Company (if applicable)

**3. BOTH ESTABLISHED PLACE OF BUSINESS AND RESIDENCE APPLICANTS MUST COMPLETE THE FOLLOWING SECTION**

Have you previously been prorated?  Yes  No

If Yes, where?

JURISDICTION	TELEPHONE NUMBER
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Address of BC Physical Location

UNIT NUMBER	STREET NUMBER	STREET NAME
CITY/TOWN	PROVINCE	POSTAL CODE

**4A. SUPPORTING DOCUMENTS – ESTABLISHED PLACE OF BUSINESS**

The following must be provided:

- A copy of the lease, mortgage or current property tax
- A copy of any utility bill (e.g. gas, hydro or water bill)
- A copy of a phone bill
- Director(s) out of province driver's License number(s) (do not include a copy): \_\_\_\_\_

**Note: All supporting documents must display and match the BC physical address and name you are registering under. Additional supporting documents may be requested.**

**4B. SUPPORTING DOCUMENTS – RESIDENCE**

The following must be provided:

- A copy of the lease, mortgage or current property tax
- A copy of any utility bill (e.g., telephone, gas or hydro bill)
- BC Driver's License number(s) or BCID number(s) (do not include a copy): \_\_\_\_\_

**Note: All supporting documents must display and match the BC physical address. Additional supporting documents may be requested.**

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

\_\_\_\_\_  
NAME OF REGISTRANT (please print)

\_\_\_\_\_  
DATE (YYYY/MM/DD)

\_\_\_\_\_  
REGISTRANT SIGNATURE

\_\_\_\_\_  
NAME & TITLE (please print)

A SITE VISIT MAY BE CONDUCTED TO VERIFY COMPLIANCE

**\*\*Failure to disclose all relevant information will result in delay of processing\*\***