



Prorate Office

Established Place of Business Questionnaire (to accompany all new fleet application)

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 supporting documentation provided prior to prorate registration in accordance with IRP Section 305 and Article II.

Base Jurisdiction (Section 305)

Section 305 has three specific requirements a carrier must adhere to:

- Maintain an established Place of Business (Article II)
- Distance is accrued by the fleet
- Availability and maintenance of operational records

Established Place of Business (Article II)

Established Place of Business means a physical structure owned, leased or rented by the fleet registrant. The physical structure should be designated by a street number or road location, be open during normal business hours, and have located within it:

- The operational records of the fleet
- One or more persons employed by the applicant or registrant on a permanent basis for the purpose of the general management of the registrant's business which includes distance and fuel reporting, answering telephone inquiries, booking loads, shipping, receiving, etc.

Please complete the following. If more space is required for any field please attach a separate sheet.

1) Have you previously been prorated in your personal name or a company name in B.C. or any other jurisdiction? ☐ No ☐ Yes

If yes, please specify below:

Previous Prorate Account Name	Jurisdiction from which you were prorated

2) Do you own any vehicles in your personal name or a company name? ☐ No ☐ Yes If yes, please specify below:

B.C. Registration # (or VIN # if registered out of province)	If previously prorated, Prorate Account Name

3) What are your normal business hours? _____

4) What location are your everyday operations conducted from? _____

5) What location are the trucks dispatched from? _____

6) Please provide the name and phone number of the contact person(s) conducting the business operations:

NAME(S)	PHONE
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7) Are you planning to add more vehicles to the account? ☐ No ☐ Yes If yes, how many? _____

Please include the following support documents:

- A copy of the telephone bill in registrant's name at the address listed on the application.
- Proof of real estate taxes paid, rental contract, lease or mortgage for property at the address listed on the application.

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

NAME OF REGISTRANT (please print)

DATE

REGISTRANT SIGNATURE

NAME & TITLE (please print)