



# Prorate Office Established Place of Business Questionnaire

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 prorated 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 or residence
- 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.

### Residence

An applicant that does not have an Established Place of Business can demonstrate Residency:

- Where the applicant seeks to register under the Plan and accrues distance
- Where operational records of the fleet are maintained or can be made available.

**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) Provide Address of BC Physical Location \_\_\_\_\_

3) What are your normal business hours? \_\_\_\_\_

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? \_\_\_\_\_

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

NAME(S)	PHONE



**SUPPORTING DOCUMENTS**

7) You must include at least 3 of the following supporting documents **that display and match the BC physical address and name you are registering under.**

- BC Articles of Incorporation (Out of Province Director's must provide a copy of their Driver's License number)
- A copy of the lease, mortgage or current Property Tax
- A copy of any utility bill (e.g., telephone, gas or hydro bill)
- BC Personal Income Tax Assessment (only if requested)
- BC Driver's License number (do not include a copy)
- Business License

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

\_\_\_\_\_  
DATE

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

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

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